D 301.26/17-2: 62270 01 8608

AUG 1 9 1985

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FOOD SERVICE SUPERVISOR

(AFSC 62270)

Volume 1

Food Service Administration

Am pub Extension Course Institute
Air University

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Preface

THE SUCCESS of any military campaign depends in great part on the strength of the supporting forces. Without enough ammunition, fuel, spare parts, and food, governments cannot conduct a modern military campaign. When you compare your job in a dining facility with the job of a fighter pilot, your contribution to our National defense may not appear impressive. However, if fighter pilots did not get their daily share of wholesome, well-prepared meals, they would soon be unable to do their highly demanding and exacting job. In view of this, we can safely state that your efforts in the food service career field are directly contributing to the success of our National defense.

Up until this point in your Air Force career, you have probably been concerned primarily with the actual preparation of food. Now that you are ready to progress to the supervisory level, it is time to take a good look at the responsibilities that soon will be yours and to start preparing yourself for future assignments as a dining facility supervisor.

This course was designed to prepare you for a supervisory job by giving you general background knowledge of numerous aspects of a supervisor's daily duties. Chapter 1 covers the food service organizational structure and publications. Chapter 2 pertains to food service accounting. Chapter 3 describes the A la Carte phase of food service. Chapter 4 explains miscellaneous food service functions, Armed Forces Consumer Level Subsistence Appraisal Committee (AFCLSAC), menu planning, customer service/relations, recognition and incentive programs, and energy conservation.

A glossary of terms used in this course is included at the end of this volume.

Code numbers appearing on figures are for preparing agency identification only.

The inclusion of names of any specific commercial product, commodity, or service in this publication is for information purposes only and does not imply indorsement by the Air Force.

To get an *immediate response* to your questions concerning subject matter in this course, call the author at AV 926-3080 between 0700 and 1600 (CT), Monday through Friday. Otherwise, write the author at 3440 TCHTG/TTMXF, Lowry AFB CO 80230-5000, to point out technical errors you find in the text, Volume Review Exercises, or Course Examination. Sending subject matter questions to ECI slows response time.

NOTE: Do not use the Suggestion Program to submit changes to this course.

Consult your education officer, training officer, or NCO if you have questions on course enrollment or administration, Your Key to a Successful Course, and irregularities (possible scoring errors, printing errors, etc.) on the Volume Review Exercises and Course Examination. Send questions these people can't answer to ECI, Gunter AFS AL 36118-5643, on ECI Form 17, Student Request for Assistance.

This volume is valued at 24 hours (8 points).

Material in this volume is reviewed annually for technical accuracy, adequacy, and currency. For SKT purposes the examinee should check the Index of ECI Study Reference Material to determine the correct references to study.

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NOTE: This course teaches through numbered lesson segments, each containing a behavioral objective, text, and exercises. The objective sets your learning goal. The text gives you the information you need to reach that goal, and the exercises let you check your achievement. When you complete each segment, see whether your answers match those in the back of the volume. If your response to an exercise is incorrect, review the objective and its text.

Food Service Organization

GOOD SUPERVISION is synonymous with good management and is necessary at each level of command to reach the goals set by the Air Force Food Service Management Program. The competent Food Service is the process of putting things in order according to a predetermined plan. This chapter will help you understand the mission, organization, and functions of the food service organization.

1-1. Food Service Organization

As an intregal part of the USAF mission, it is essential that you understand the mission, organization, and functions of the USAF Food Service Management Program.

001. State the mission and responsibilities of the Air Force Food Service Management Program.

Food Service Mission. The mission of the Air Force [illegible] Service Manag[illegible] to manage personnel and other resources needed to prepare and serve meals to authorized patrons of appropriated fund food service facilities. Food Service also must provide a trained force of food service people who can respond to wartime taskings and contingency operations worldwide. Keeping in mind the effects of good nutritious food on the health, morale, and welfare of personnel, the Air Force Food Service Management Program was set up to provide:

a. The highest possible standards of food preparation and service within prescribed resources.

b. An effective and efficient food service operation using authorized personnel and equipment.

c. An organizational structure for operating food service activities.

d. Standard methods, techniques, and procedures in food service operations.

e. Training programs for service personnel in all phases of food service operations.

f. Adequate and efficient food service equipment and facilities.

g. Guides for preparing and using annual food plans, ration factors, menus, and recipes.

h. An effective subsistence program.

i. Standards for contract operations.

Headquarters USAF (DCS/Logistics and Engineering, Directorate of Engineering and Services) makes policies and plans for the Air Force Food Service Management Program and the Commander, Air Force Engineering and Services Center carries them out.

Exercises (001):

1. What is the mission of the Air Force Food Service Management Program?

2. What is the Food Service training task?

3. List the nine functions of the food service management program.

4. What organization manages the food service management program?

5. Who must carry out these policies and plans?

002. Specify the purpose of the base-level food service organizational structure and basic functions of Food Service.

Organizational Structure. The typical food service organization (fig. 1-1) shows a feasible chain of command. The cornerstone of any unit is the four functions of organization unity of command, span of control, work assignment, and delegation of authority) you studied in your professional military education courses. Once an organizational chart is developed and approved, it is

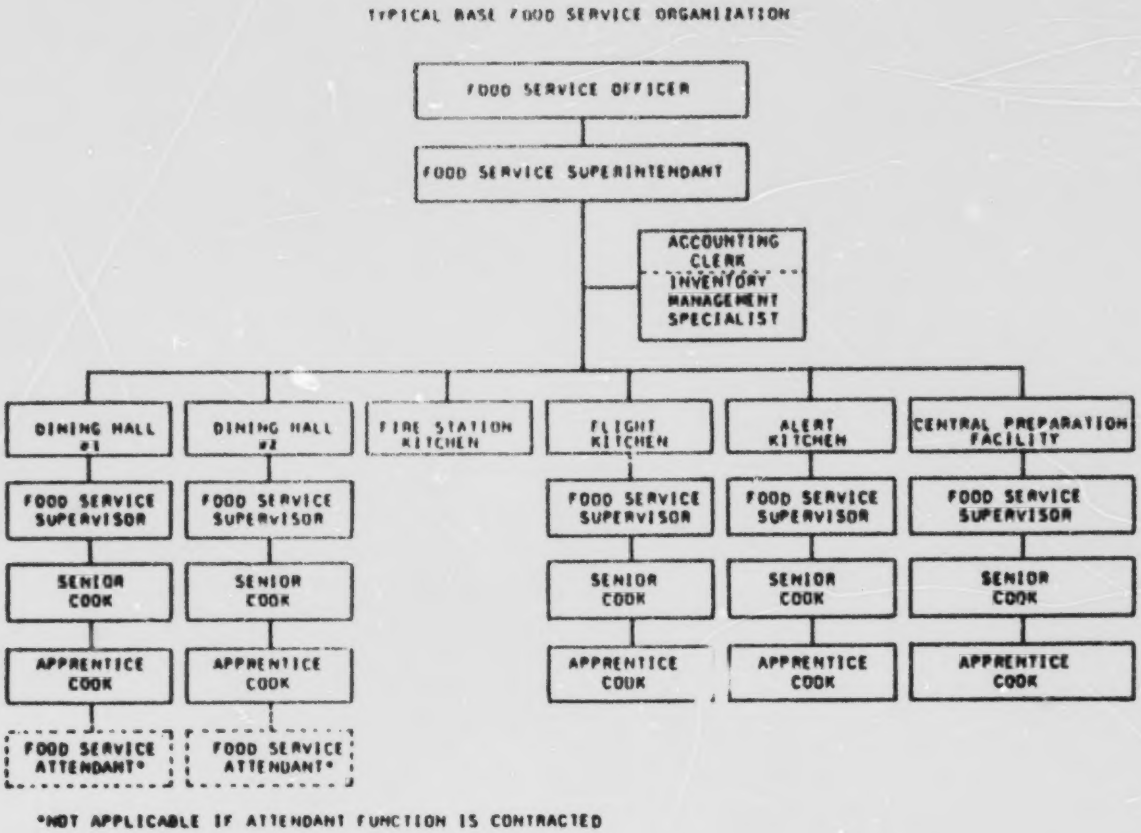

Figure 1-1. Typical Food Service Organization

provided for interested personnel to review for quick reference. This chart is reviewed and updated as needed to keep it compatible with the base mission and Food Service.

When you first report to a new duty section, you're briefed on what is expected, the mission, and where you'll be assigned. In addition, you're told the chain of command in the food service organization. Not only does the organizational chart shows individual authority, it shows personal responsibility as well. Once you're assigned to a particular area you can see what part you play in the overall food service mission.

The chain of command begins with the wing or base commanders. They are ultimately responsible for the base food service management program. The base or wing commander in turn delegates the chief of services authority to carry out the program. The chief of services designates the food service officer to manage the program, but the chief of services still advises the commander on problems concerning food service.

Let's look at the base food service organization as shown in figure 1-1. The *food service officer* (FSO) is the officer in charge of the entire operation, exercising technical supervision over food service facilities. The FSO is also responsible for related accounts.

The *food service superintendent* (chief enlisted manager if E-9) helps the food service officer in all related responsibilities and assumes such responsibilities in the officer's absence. Under the superintendent's supervision are the *inventory management specialist* and the *accountant*. The inventory specialist helps the FSO and food superintendent determine equipment requirements and authorizations, and controls everything that involves the USAF supply system. The accountant handles accounting procedures that is peculiar to Food Service, as well as other administrative and support functions. The accountant is always a 622X0. The *food service supervisor*, whether it's a dining facility, alert kitchen, crash kitchen, inflight kitchen or central preparation kitchen, supervises the operation of a facility that prepares and serves foods. Next is the senior cook who, like the food service supervisor, can work at any type of facility. The senior cook has direct control of the apprentice cooks in preparing food.

As you can see, the food service organizational structure is set up to show a chain of command, individual

responsibility, and authority. For a more indepth look at this structure reference AFR 146-7, *Food Service Management*.

Exercises (002):

1. What does the typical food service organizational chart show?

2. Why must an organizational chart be reviewed and updated? Besides the chain of command, what can an organizational chart show a new person just joining a food service organization?

3. Who can assume the food service officer's duties in his or her absence?

1-2. Publications

The Air Force publishes three categories of publications: standard, specialized, and recurring publications. Here we'll discuss establishing and maintaining publications libraries and the different types of food service publications.

003. Identify the two classes of Air Force publications.

Departmental Publications. These publications are issued by, or at the direction of, Headquarters USAF and affect the entire Air Force. HQ USAF normally is responsible for writing departmental publications, but it may direct a major command to write publications that apply to functions outside its command jurisdiction (control). For instance, the Air Force Engineering and Service Center (AFESC) writes departmental publications regarding food service activities.

Field Publications. These are issued or written at major-command level or below and affect only organizations or units directly under their control. For example, when Strategic Air Command (SAC) writes a publication, it concerns only those individuals or organizations assigned to SAC. A base commander may use the command designation of headquarters and issue publications for specific activities under the command or may issue them under the name of the base (in which case they would apply to all organizations assigned or attached to that base, although not under the command). A typical base publication might be one on grounds maintenance.

Exercises (003):

1. List the two classes of Air Force publications.

2. Which class is directed by HQ USAF?

3. State whether each of these applies to a departmental or a field publication.

   _____ (1) A MAC supplement to AFR 146-7.

   _____ (2) A base regulation.

   _____ (3) An Air Force regulation.

   _____ (4) AFR 35-10.

004. Cite the primary purpose of the different types of standard Air Force publications.

Standard Publications. Standard publications consist of references that are either directive or nondirective in nature. Directive publications such as Air Force regulations and operating instructions initiate or govern action, conduct, or procedures.

Regulations give us directives concerning policies, responsibilities, and required actions. Regulations published by Headquarters USAF are designated as Air Force regulations (AFRs), but regulations may originate at lower levels of command. For instance, a regulation prepared by Air Training Command (ATC) would be shown as ATCR and applicable only to ATC.

Manuals normally are not directive, but are primarily procedural, used for uniformity and standardized results in an operation. Air Force manuals (AFM) give permanent and detailed instructions, procedures, and techniques to tell us how to perform our duties. A manual may be general and may deal with principles or doctrine, or it may be step-by-step directions for a specific operation or task. Manuals may also include policies or assign responsibilities.

Operating instructions (OIs) are what the name implies—instructions for the operation of a headquarters, staff office, or other activity. These instructions prescribe policies and procedures within the establishment where they are issued. Operating instructions may be designed for use at headquarters level (HOIs), division level (DOIs), or any level that must perform certain duties in the face of certain contingencies.

Supplements add instructions and explanations to existing publications. They are issued at the highest level practical and should contain enough information so that subordinate units need not publish additional instructions.

Air Force personnel often seek information that may or may not pertain to their work in the Air Force. This need is

met by dissemination of information and facts in other publications, such as pamphlets, visual aids, bulletins, and staff digests. *Pamphlets* are handbooks, booklets, or brochures that hold informative rather than directive material, usually written in an informal style to create and maintain reader interest. *Visual aids* are charts, posters, or illustrations that are issued for display on walls, bulletin boards, or other suitable places. Permanent visual aids, such as a chart on military insignia, are issued for explanations or instructions. Temporary visual aids, such as a poster concerning sale of U.S. savings bonds, are issued for promotional purposes. *Bulletins* may be issued daily, weekly, or as required, giving announcements, notices, or temporary instructions and not following any prescribed format. Your base daily bulletin is a good example. *Staff digests* summarize significant staff actions, important announcements, and special notices primarily to keep the commander and senior staff officers more fully advised of current matters that would come to their attention through normal channels.

Specialized Publications. The mission or function of certain organizations requires the publishing of highly specialized information. If the standard publication system can't handle this specialized information, Headquarters USAF or a major command may authorize an organization to establish and use a special system. Specialized information that's necessary to prevent the loss of equipment or operational time and would be sent through command in the form of a Food Service Letter (FSL), designed to pass the information on quickly, and efficiently. Another example of specialized publications is tables of allowances (TAs). A TA is an equipment allowance document that prescribes basic authorizations of organizational equipment for a unit or activity. You should remember that the basis of issue for a particular item in a TA is the maximum allowable quantity for that item. The quantity authorized is approved by a base-level equipment review and authorization activity (ERAA) and will be held to the minimum essential level for effective operation.

Recurring Publications. Recurring publications are nondirective and informally written announcements that are issued at scheduled times. Such publications include newsletters, briefs, magazines, journals, and narrative summaries. Recurring publications are used throughout the Air Force to:

a. Highlight trouble areas and help personnel working in those areas to cope with problems.

b. Call attention to potential problems so they can be avoided before serious difficulties arise.

c. Explain to personnel directly involved in a subject area how their functions relate to and depend on functions in other areas.

d. Communicate new developments and techniques affecting the efficiency and well-being of personnel in specific areas.

e. Convey timely information relating to mission accomplishment.

f. Express views of subject matter specialists so as to stimulate thought and discussion among workers in those areas.

Federal Supply Catalogs. Federal supply catalogs (FSCs) provide item identification and management data for items from Defense Supply Centers (DSCs). Federal supply catalogs are published by the appropriate DSCs, with a separate catalog usually prepared for each FSC class. When the number of items is not too large, a single catalog may be published for a series of classes or for the entire FSC group. Basically, the purpose of the Federal cataloging system is to:

a. Establish a single language of item identification.

b. Provide accurate information as to the positive identity of supply items.

c. Record the source of supply for required items.

d. Record the governmental agencies that manage each item.

e. Provide other such item data as management may require.

Federal Supply Catalog C8900-SL is the catalog that you're most concerned with. It has an introduction, a listing of subsistence items (perishable and nonperishable) arranged in alphabetical sequence within each FSC class, and caselot data. Read the introduction carefully, because it gives detailed guidance for use of the stocklist.

Exercises (004):

1. What two types of standard publications are directive?

2. What type of nondirective publication is used to keep the commander and senior staff officers advised of current matters?

3. What is the purpose of Federal supply catalogs?

4. Which Federal supply catalog will you, as a food service specialist, be most concerned with?

5. What type information would you locate in a TA?

6. Which type of publication is used to express the views of subject matter specialists throughout the Air Force?

005. Identify how to establish publication requirements and how to requisition publications.

The Air Force publishes three categories of publications—standard, specialized, and recurring. We are going to discuss the procedures for establishing and maintaining publication libraries and the different types of food service publications.

Publication Requirements. The chief of a staff office at division level and above is authorized to start a functional library of standard, specialized, and recurring publications. It is only authorized when we need one to operate, and it contains only publications that apply to the technical and administrative needs of the division. If your organization is a new one, and if you are its customer account representative (CAR), you should fill out AF Form 1846, Request for and Record of Customer Account Representative Designation, and give it personally to your local publishing distribution office (PDO). Here's how you fill out AF Form 764a (fig. 1-2):

(1) *Short Title and Date*. This is where you put the type of publication and its number, such as AFR 146-15 in figure 1-5.

(2) *Date*. This is not used if ordering a requirement.

(3) *Unit of Requirement*. This is used only to order forms.

(4) *Class*. The type of security classification the publication has such as "S" for Secret, "C" for Confidential.

(5) *Symbol*. This is the symbol for the type of distribution. This symbol is taken from the "Distr" column in the O-series indexes.

(6) *Requisition*. Leave blank.

(7) *Requirement*. Enter the number of copies needed.

(8) *To*. Enter your servicing PDO number and address.

(9) *From*. Enter your CAR number and address.

(10) *Monthly Usage/On Hand*. Leave blank.

(11) *Remarks*. Your explanation or general remarks or instructions.

(12) *R.Q.* Leave blank.

(13) *Depot Use*. For PDO use only. Leave blank.

(14) *Date Prepared*. The date you are preparing the 764a.

(15) *Signature and Title*. Your signature and title.

Customer Account Representative (CAR). The CAR number for your organization formalizes the channel through which you get most of the publications and forms you need. Once it's established this number is your means of identification with your PDO and must be on all communications between you and your PDO. Put your CAR number in the "From" block on AF Form 764a, Requisition and Requirement Request. Figure 1-2 is an example of establishing a requirement, and figure 1-3 is an example of a requisition. If your organization is an old one, it should already have a customer account established.

A publication requirement is the number of copies of a publication that you need when you submit an approved document, such as AF Form 764a, to the PDO or other source of supply. A requirement is not to be confused with a requisition, which is a one-time request for a specific number of copies of a single publication or form. A filed requisition simply becomes a statistic, but once a requirement is started, it becomes a permanent record for future automatic distributions. If a requirement for four copies of AFR 146-15 is submitted to your PDO as shown in figure 1-2, the PDO will keep it on file and automatically send you four copies each time a revision or change to that AFR is made. You can find more information on AF Form 764a in AFR 7-2, *Procedural Guide for Customers of the Publishing Distribution Officer*.

(PRESS HARD WHEN USING BALL POINT PEN)

SHORT TITLE AND DATE	UNIT OF RQN	CLASS	SYMBOL	REQUISITION	REQUIREMENT
AFR 146-15			F		4
TO: DAP DO	FROM: TTMXF Customer Acct #16			FOR FORMS USE ONLY	
				MONTHLY USAGE	ON HAND
REMARKS (Example of establishing a publication requirement)				EMERGENCY / ONE TIME	
				PB RESPONSE	
				FOLLOW UP/TRACER	
				MISSED SHORT ID	
				REQUIREMENT:	
				OTHER (Specify)	
				DATE PREPARED 6 JAN 86	
				SIGNATURE AND TITLE	

AF FORM 764a DEC 83 PREVIOUS EDITION WILL BE USED. RQN AND RQMT REQUEST

Figure 1-2. Sample, AF Form 764a.

(PRESS HARD WHEN USING BALL POINT PEN)

SHORT TITLE AND DATE	UNIT OF RON	CLASS	SYMBOL	REQUISITION	REQUIREMENT
AFR 146-15			F	2	

TO:	FROM:	FOR FORMS USE ONLY	
DAPDO # 4380	TTMXF Customer Acct #16	MONTHLY USAGE	ON HAND

REMARKS

(Example for a one-time requisition)

	EMERGENCY		ONE TIME
	PB RESPONSE		
	FOLLOW UP/TRACER		
	MISSED SHORT ID		
	REQUIREMENT:		
	OTHER (Specify)		
DATE PREPARED	6JAN86		
SIGNATURE AND TITLE			

AF FORM 764a DEC 83 PREVIOUS EDITION WILL BE USED. RON AND ROMT REQUEST

Figure 1-3. Sample, AF Form 764a.

Exercises (005):

1. A new food service facility has been authorized for your base. You need to establish a requirement for five copies of AFR 146-7, *Food Service Management* (published 15 February 1982), and you'll need six extra copies for a special training project. Complete the forms shown in figure 1-4 and 1-5, using the current date, office symbol TTMXF, and PDO account number 5640. Your CAR number is 32.

(PRESS HARD WHEN USING BALL POINT PEN)

SHORT TITLE AND DATE	UNIT OF RON	CLASS	SYMBOL	REQUISITION	REQUIREMENT

TO:	FROM:	FOR FORMS USE ONLY	
		MONTHLY USAGE	ON HAND

REMARKS

	EMERGENCY		ONE TIME
	PB RESPONSE		
	FOLLOW UP/TRACER		
	MISSED SHORT ID		
	REQUIREMENT:		
	OTHER (Specify)		
DATE PREPARED			
SIGNATURE AND TITLE			

AF FORM 764a OCT 82 PREVIOUS EDITION WILL BE USED. RON AND ROMT REQUEST

Figure 1-4. AF Form 764a (objective 005, exercise 1).

(PRESS HARD WHEN USING BALL POINT PEN)

SHORT TITLE AND DATE	UNIT OF RQN	CLASS	SYMBOL	REQUISITION	REQUIREMENT
TO:	FROM			FOR FORMS USE ONLY	
				MONTHLY USAGE	ON HAND
REMARKS				EMERGENCY	ONE TIME
				PB RESPONSE	
				FOLLOW UP/TRACER	
				MISSED SHORT ID	
				REQUIREMENT:	
				OTHER (Specify)	
				DATE PREPARED	
				SIGNATURE AND TITLE	

AF FORM 764a DEC 83 PREVIOUS EDITION WILL BE USED. RQN AND RQMT REQUEST

Figure 1-5. AF Form 764a (objective 005, exercise 1)

Date Requested	Current
Office Symbol	TTMXF
Your Account Number (CAR)	32
PDO Account Number on Base	5640

2. What form do you use to get your organizational PDO customer account number?

3. What's the difference between a publication requirement and a publication requisition?

006. Specify the steps and procedures in maintaining a publications library.

Contents of Publications Binders. Always file publications in numerical sequence, first by basic series number and then by the control number (for example, 20-3, 20-5, 21-2, 30-4, etc.). All of the publications (except supplements) issued by each headquarters are kept in a separate set of binders. Don't use separate binders for each issuing activity if all publications would fit in one binder. Within a given set of binders (if you're the library custodian), file the publications issued by that headquarters according to one of these methods:

(1) By publication number. Beginning with the first binder, interfile all Air Force regulations, manuals, and pamphlets in numerical order, without regard to the type of publication. If two or more types of publications have the same series and control number, file regulations, then manuals, then pamphlets (if there *were* all three, you would file AFR 160-1, AFM 160-1, and then AFP 160-1). After filing all Air Force publications, start a new binder for the next organizational level (for example, MAJCOM) and continue until you have filed all publications in your chain of command.

(2) By publication type. You might want to place all Air Force regulations in separate binders, all Air Force manuals in separate binders, all Air Force pamphlets in separate binders, all MAJCOM regulations in separate binders, all MAJCOM manuals in separate binders, and so on down through the publications chain of command.

(3) Indexes. You might file all of the 0-series indexes issued by different headquarters in the same binder, but if you file numerical indexes of standard publications in a separate binder, insert a DD Form 334, Cross-Reference Sheet, in the regular 0-series binder of their issuing headquarters to show their location. For ready reference, you may keep the 0-2 indexes on your desk instead of on the regular library shelf.

Revisions. Standard publications may be completely revised or republished, or they may be amended by printed changes. Normally, changes are used when less than 40 percent of the text is involved. Otherwise, the publication is revised and republished. The new issue supersedes the previous issue. Detailed information on the maintenance of master and functional publications libraries is contained in AFR 5-31, *Publications Libraries and Sets*.

Filing a Change. The change transmittal sheet (front page) will tell you whether to insert new pages, make minor pen-and-ink changes, or do a combination of both. Although write-in changes are discouraged, they may be included in changes.

Filing a Supplement. A supplement is a separate publication issued to add information to a basic publication so that it can be correctly implemented in light of local conditions and situations. It is posted to the appropriate paragraphs in the basic publication and then filed in back of the publication. A supplement may also be issued as one or more single page inserts. In this case, each page has only the supplementary material for specific paragraphs on a specific page in the basic publication, and it is filed directly behind the page and paragraph of supplements.

Distribution of Publications. The base publishing distribution office (PDO) furnishes the necessary publications and forms to all offices and activities on the base. He also orders, distributes, and maintains an adequate supply of publications and forms. The PDO is responsible for the distribution in field, as well as departmental publications and forms.

AFR 7-1, *Processing, Distributing, Requisitioning, and Warehousing Publications and Forms*, explains the Air Force PDO (publishing distribution office) system for determining requisitioning styles and managing stocks of publications and forms.

AFR 7-2, *Procedural Guide for Customers of the Publishing Distribution Office*, explains how organizations and units at base level get publications and forms from the PDO. It tells the base-level "customer" organization what to do and how and when to do it. It applies to each activity that has a customer account number assigned by the local PDO.

Exercises (006):

1. You are your unit's publications monitor. You find a folder containing the publications listed below, not knowing whether they are current or obsolete. List in sequence the steps you would take in processing and filing them.

   AFM 146-12, *Armed Forces Recipe Service*
   AFR 146-16, *Recapitulation of Menu Issues for USAF Worldwide Menu*
   AFR 163-5, *Veterinary Health Services*
   AFR 0-2, *Numerical Index of Standard and Recurring Air Force Publications*
   AFR 146-15, *Flight Feeding*
   AFR 0-9, *Numerical Index of Departmental Forms*

2. Why do or don't the publications maintained by food service constitute a functional library?

3. What are the two ways to file standard publications in binders?

4. What does a change transmittal sheet contain?

5. What standard publication tells how organizations and units at base level get publications and forms from the PDO?

6. Normally, when are the [illegible] publication?

7. Where are publication supplements [illegible]?

006. Specify what publications cover given situations.

Standard Publications. A functional library should have publications that are used in the [illegible] and administrative areas of the section. Here are some of the of the standard publications which [illegible] Food Service. Obviously, they're not all of them. [illegible] reference publications for Food Service in the field is AFR 146-7.

AFR 0-2, *Numerical Index of Standard and Recurring Air Force Publications*, lists Air Force manuals, pamphlets and regulations in numerical order according to basic subject series numbers and alternate numbers. Prefix letters (M, P, and R) identify the types of publications.

AFR 0-9, *Numerical Index of Departmental Forms*, includes all forms announced in the *Air Force Publishing Bulletin*. It lists the forms in numerical order within each type of form, including the date, unit of requisition, title, and prescribing directive. The prescribing directive gives instructions for filling out the form.

AFR 0-10, *Management Control and Authorization Program for Tables of Allowance and Allowance Source Codes for USAF Activities*, is a consolidated index of all Air Force equipment allowances, tables of allowance, and appropriate AFLC monitoring activities. It tells how they are distributed. AFM 67-1, *USAF Supply Manual*, Volume 4, Part 1, explains the various categories of tables of allowance.

AFR 146-7, *Food Service Management*. This regulation is issued to ensure that the best possible meals are served to airmen and that all food is properly requisitioned, prepared, and accounted for by Air Force food service personnel in appropriated fund facilities. This regulation does not apply to medical service activities.

AFR 146-15, *Flight Feeding*, is written to help food service personnel operate flight feeding facilities

worldwide. It covers such main phases of flight feeding operations as nutritional aspects of flight feeding, equipment and equipment layout for flight kitchens, operational procedures for preparing and serving the various types of authorized flight meals, accounting procedures, and reimbursement rates for flight meals and combat alert aircrews. Food service personnel must follow this regulation in their duties involving preflight, inflight, and postflight feeding.

AFR 161-26, *Control of Foodborne Illness*, outlines the basic principles and standards of food service sanitation used by all food handlers and medical personnel in handling, preparing, vending, inspecting, and serving food and drink on Air Force installations. This applies to appropriated fund dining halls as well as such nonappropriated fund operations as clubs, exchanges, and cafeterias.

AFR 140-3, *Air Force Prime Readiness in Base Services (RIBS) Program*, gives policy and procedures for managing the Air Force Services Prime RIBS Program and explains mobility team concepts.

AFP 146-11, *Baking Handbook*, helps Army and Air Force personnel produce baked pastry. It includes operations, sanitation and safety, ingredients, and the production of various pastry items, for example, pies, cakes, cookies, quick breads, etc.

AFM 146-12, *Armed Forces Recipe Service--Index of Recipes*, is issued to standardize and improve food prepared and served in military food service operations. Its use is mandatory for all military services. It was coordinated and developed by technical representatives of all branches of the service. It is a recipe file of all menu items used in the Air Force. It gives step-by-step instructions for food preparation.

AFP 146-16, *Recapitulation of Menu Issues for United States Air Force Worldwide Menu*, is a recap of the Worldwide Menu for a 30-day feeding period. It lists each item that is on the menu, the day of the month, the meal and quantity needed to feed 100 people, and the total quantity needed for that 30-day period. It is used by the dining hall supervisor to fill out the AF Form 287, Subsistence Request, and on menu boards to make changes to the worldwide menu. It is also used by the commissary to order subsistence so that they will have the food on hand when they receive the AF Form 287 from the dining hall.

AFP 146-17, *United States Air Force Worldwide Menu*, was developed by the Air Force services office. This menu is issued annually during the normal calendar year. The nutritive value is in conformance with the requirements published in AFR 160-95, *Nutritional Allowances, Standards, and Education*. The age of the airmen, climatic conditions, and activity of personnel affect the nutritional level of the menu. Additions and deletions to the menu should be made with the help of medical personnel. It is used to standardize menus worldwide.

AFP 140-4, *The Prime Rib Manager's Handbook*, is designed as a guide on managing a Prime RIBS team. It includes information, RIBS definitions, responsibilities, management equipment, planning and training.

Exercises (007):

State which publications cover the following problems.

1. You are ordering equipment for your dining facility and you don't know what you are authorized. Where can you find a list of the TAs to use?

2. If you are having problems determining the reimbursement rates for combat alert crews, where do you look?

3. You are the Prime RIBS manager and you are setting up a new RIBS program. What publications do you need?

4. You are having problems properly filling out AF Form 148. Where do you seek guidance?

5. You are planning your menus for the next month. What publications do you need?

6. Airman Bobby Jackson is violating basic sanitation practices. To refresh his memory on sanitation, what publication would you have him research?

Food Service Accounting

ALL FOOD IN Air Force facilities must be properly requested, stored, issued, and prepared in order to provide good nutritious meals to the Air Force troops. In order to do this properly you must know the steps involved in selecting menus, and ensuring the food is on hand to prepare the menu items. The information in this section should help you prepare for your responsibilities in this area.

2-1. Subsistance Records

Good supervisors must be sure all subsistence is managed properly in their facilities. It is not only their responsibility to ensure proper ordering and storage of food but to have accounting procedures that control the receipt and issue of food as well. All foods in Air Force food service facilities must be properly ordered, issued, and accounted for. Food is money, and the way it's accounted for can affect whether or not you stay within your budget. Proper subsistence management is essential in managing a good food service facility.

008. State how and why to use AF Form 287.

AF Form 287, Subsistence Request (fig. 2-1). Before your cooks can prepare meals and serve them in the dining hall, you must go though the food service office to request food from the commissary. The approximate amounts of food for specific meals is determined at least 60 days in advance (120 days in overseas areas), using the recapulation of menu issues, AFP 146-16. The commissary and the food service staff office set the food issue plan based on the refrigeration, manpower, and storage space at each of the worksites. Issues may be made to the dining hall or in bulk to a ration breakdown site. The base chief of services uses the method that is most efficient and economical. If we get commissary support from other services, we may use their requisition forms, but we must follow Air Force accounting periods, stock control forms, and procedures.

Each dining hall supervisor prepares a separate AF Form 287 for subsistence. AFCOMS Regulation 145-3, *Appropriated Funds Subsistence*, gives the schedule for sending AF Forms 287 to the commissary office. You must prepare AF Form 287 with a pen or typewriter, making at least four copies. Make a separate copy for each warehouse for subsistence, but not for vendor delivered items. Give the original, second, and third copies to the commissary officers at least 48 hours (preferably 72 hours) before the issue date. Keep the fourth copy to consider on-order status in estimating future requirements.

At the time subsistence is drawn from the commissary, the food service representative signs and retains the third copy of AF Form 287. Upon return to the food service activity, enter the unit price (provided by AFCOMS or from the C-8900 PL as appropriate in column G and the extended cost in column H of the AF Forms 287. Enter the quality issued and unit price on AF Form 147. Enter the total dollar value of all AF Forms 287 for respective issue in column I of AF Form 1119, Monthly Monetary Record.

Within 2 workdays from the issue date, the commissary forwards the second copy of AF Forms 287, priced and extended, to Food Service. Food Service must reconcile its priced and extended (third) copy with that provided by the commissary. After reconciliation make any required changes to AF Forms 147, Dining Hall Stock Record, and 1119, Monthly Monetary Record.

The vendor delivery slip is the only document required when you receive vendor-delivered items. Before signing for the merchandise, an authorized receiver must review the delivery ticket to be sure it shows the authorized items and quantities, as recorded on the current month's copy of the vendor's AF Form 2358, Complex/Commissary Order. The ticket must also show the contract number and call number assigned by the commissary. After the slips are signed, the vendor provides copies to the dining facility and two copies to the commissary. The amounts must then be recorded on AF Form 147, Dining Hall Stock Record.

For an emergency issue, the food service officer (or contractor) has a separate AF Form 287 prepared. This takes close coordination with the commissary officer for expeditious processing. If you need *operational rations, prepackaged meals,* or *survival packets,* prepare four copies, (more, if required) of AF Form 287, listing (in the *quantity desired* column) the rations, meals, or packets required and the expected date of consumption. For *flight meals* and *ingredients for flight meals,* the food service officer also has AF Forms 287 prepared. Documents are processed and subsistence is issued the same way as for dining hall issues.

When the commissary officer makes forced issues or substitutions (to preclude loss to the Government through spoilage), the issue takes a separate AF Form 287. If these forced issues or substitutions result in excess cost, the AF Form 287 must bear certification by the commissary officer and approval by the base medical food inspector. We'll cover this more when we discuss store room operations.

SUBSISTENCE REQUEST	1. INSTALLATION: LTTC LOWRY AFB CO			
2. ORGANIZATION: DINING HALL 700	3. CONSUMPTION DATE(S) MONTH: OCT	DAYS: 13-15	4. DATE FOR ISSUE: 8 OCT 198*	5. REQUEST NUMBER: 196-C
6. FUND CITATION: P562	7. SIGNATURE OF REQUESTING OFFICIAL			

ITEM NO. A	NOMENCLATURE B	NSN C	UNIT D	QUANTITY DESIRED E	QUANTITY ISSUED F	UNIT PRICE G	TOTAL COST H
1	BACON SLICED	8905-00-403-4592	LB	94	94	1.55	145.70
2	POT ROAST	8905-00-133-5887	LB	50	50	1.87	93.50
3	SWISS STEAK	8905-00-1335889	LB	55	55	2.34	128.70
4	BEEF CORNED	8905-160-00-1316	LB	50	50	1.49	74.50
5	BEEF DICED	8905-00-177-5017	LB	55	55	1.85	101.75
6	TURKEY RAW	8905-00-262-7274	LB	100	NIS	---	------
7	LAST ITEM						
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							

8. ISSUED BY	9. ISSUE POINT	TOTAL COST
George Fields	PERISHABLE WAREHOUSE	544.15

10. QUANTITIES SHOWN IN COLUMN E HAVE BEEN RECEIVED

DATE	SIGNATURE
8 OCT 8*	Sharon Hayes Sgt. USAF

11. VERIFIED BY	12. CONTROL NUMBER	13. VOUCHER NUMBER
Willie Burrell	0182	OCT 10-40

AF FORM FEB 84 287 PREVIOUS EDITION WILL BE USED.

Figure 2–1. Sample, AF Form 287.

Exercises (008):

1. What form do you use to get the rations you need from the commissary, and when should you submit it?

2. Who determines whether rations are issued by direct issue or in bulk to a ration break down site?

3. What must we do to use commissary support from other services?

4. Who completes AF Form 287?

5. What publication gives the schedule for sending AF Form 287 to the commissary?

6. What must be done for an emergency issue from the commissary?

009. State how to prepare AF Form 147.

AF Form 147, Dining Hall Stock Record (fig. 2-2). This form is used to control all subsistence supplies received from the commissary, meat processing facility, pastry kitchen, vendors, or other sources. All items, regardless of the planned consumption date, are posted to the form before issue on AF Form 148, Senior Cook's Requisition. AF Forms 147 are used by all food service activities that maintain separate accounts. They are kept in an accessible file for authorized personnel. Under *Item*, enter the description from the nomenclature column of AF Form 287, the content column of AF Form 129, or the vendor delivery slip. Enter the unit and the unit price from those forms, the FSC 8900-PL, or recipe and menu pricing system (RAMPS). If an identical item is on hand, but received at a different price, make a separate AF Form 147.

AF FORM FEB 85 147 PREVIOUS EDITION WILL BE USED.

DINING HALL STOCK RECORD

ITEM CATSUP, TOMATO				NSN 8950-00-127-9789			UNIT #10 CN	UNIT PRICE 1,94	NUMBER 12
DATE A	AMOUNT RECEIVED B	AMOUNT ISSUED C	AMOUNT RETURNED D	BALANCE E	DATE A	AMOUNT RECEIVED B	AMOUNT ISSUED C	AMOUNT RETURNED D	BALANCE E
1JAN86				20					
1JAN86	0	4	0	16					
2JAN86	6	1	0	21					
5JAN86	0	5	2	18					
ITEM CATSUP, TOMATO				NSN 8950-00-127-9789			UNIT #10 CN	UNIT PRICE 1,94	NUMBER 12

Figure 2-2. Sample, AF Form 147.

Once the original item shows a zero balance, line out the unused part and retire the card. Enter the NSN (national stock number) from FSC 8900-SL. In column A, enter the date of each entry, and in column B, enter the total amount of each item received from the commissary, meat processing facility, pastry kitchen, or vendors. In column C, enter the total amount issued to the senior cook as recorded in column C, AF Form 148, or amounts turned in to the commissary on AF Form 129. In column D, enter total amount of items returned by senior cooks as recorded in column D, AF Form 148. In column E, enter the balance on hand (column B, minus C, plus D).

All food items are issued on the first-in, first-out basis. If an AF Form 147 shows a zero balance and there has been a change in the unit price, line out the unused part and retire the card. If there is no price change, use the AF Form 147 until it is filled. Make all entries in ink (or other permanent means). Erasures or correction fluids are not allowed. If corrections are necessary, line out the entry with a nonobliterating line, record the correction, and initial.

Exercises (009):

1. On which Form would you record all rations received and issued?

2. How would you keep account of identical food items at different prices?

3. Where do you find the NSN?

4. When do you use column D on AF Form 147?

010. State how to prepare the senior cook's requisition.

AF Form 148, Senior Cook's Requisition (fig. 2-3). This form must be prepared accurately, because it is the main record of food cost. The senior cook uses it to get food from the dining hall storeroom. At the end of each meal, any unused food items are returned to the storeroom. AF Form 148 has the information for column C, AF Form 147 and column K, AF Form 1119.

The senior cook on duty prepares AF Form 148 using information from AF Form 662 and the appropriate recipes. Before each meal, the senior cook lists in column A the specific items required and enters in column B the amount requested and the size, weight, or unit of issue. The *storeroom clerk* enters total amount drawn in column C, the total amount to return in column D, the net amount used in column E, the unit price in column F, the total cost in column G, and the total of column G at the bottom of the column. After the meal, the senior cook cancels out unused lines and signs the form after verifying the accuracy of all column entries.

Adjustments in value of issues to the kitchen are necessary when errors (in pricing or quantities issued) were made earlier in the month. Show the adjustments. We'll cover this in depth in the store room procedures chapters.

Exercises (010):

1. Why is it important that figures be accurate and readable on the AF Form 148?

2. Who fills out AF Form 148, and how and when is it prepared?

011. Cite how to prepare the Food Service production log.

AF Form 662, Food Service Production Log. AF Form 662 was designed for planning and controlling food production. The form is used by food service personnel as a daily worksheet for preparing, producing, and serving meals. Proper use of the production log (figs. 2-4, 2-5) helps food managers become more accurate in determining the number of patrons to be served and the amounts of each food item to prepare. Using this log in conjunction with AF Forms 1339 and 79 and cash register tapes for ALACS, the manager can control food costs and improve operating methods. Used with AF Form 1119, Monthly Monetary Record, the form can help provide accurate forecasts of monthly subsistence expenditures. It gives dining hall supervisors the lead time and flexibility to make changes and stay within the budget.

The dining facility supervisor uses AF Form 662 to plan and control food use. Use a separate AF Form 662 for each meal, the salad menu, pastry menu, short order menu, etc. These production logs establish a data base to plan future menus. In addition AF Form 662 provide detailed instructions to the kitchen, a detailed record of meal attendance, and amounts of food served and unserved, helping you determine customer preferences. The form is divided into five sections.

Use *Section I* (Meal Production) for soups, gravies, sauces, meats and other entrees, starches, and vegetables for lunch, brunch, dinner, supper, short order, and carryout meals. Use it also for breakfast meals, cyclic dessert and salad menus, and daily standard items for short order and carryout meals (which all may be printed). Use *Section II* for unserved portions from previous meals.

SENIOR COOK'S REQUISITION

DINING HALL NO.	MEAL	DATE
3, TWINING HALL	LUNCH	9 JUN 86

ITEM A	AMOUNT REQUESTED B	AMOUNT DRAWN C	RETURNED D	USED E	UNIT PRICE F	TOTAL G
BEEF ROUND	160LB	160LB	Ø	160LB	1.85	296.00
TURKEY, WHOLE	75LB	75LB	Ø	75LB	.86	64.50
POTATOES, FRESH	55LB	55LB	Ø	55LB	.55	30.25
SPINACH	10 LB	10LB	Ø	10LB	.33	3.30
CAULIFLOWER	10LB	10LB	Ø	10LB	.49	4.90
BUTTER PATTIES	10LB	10LB	Ø	10LB	1.76	17.60
BUTTER PRINTS	4LB	4LB	1LB	3LB	1.66	4.98
SUGAR, GRANULATED	35LB	35LB	Ø	35LB	.36	12.60
SUGAR, POWDERED	3LB	3LB	1LB	2LB	.47	.94
BEVERAGE, BASE	2PKG	2PKG	Ø	2 PKG	.18	.36
CATSUP, TOMATO	3 #10 CN	3 #10 CN	Ø	3 #10 CN	1.94	5.82
		LAST ITEM				
					TOTAL	441.25

I certify that I have received the items listed in Column C. Used the items in Column E in the preparation of the meal, and returned the items listed in Column D.

SIGNATURE OF SENIOR COOK

George Miller, Sgt, USAF

AF FORM 148 APR 81

PREVIOUS EDITION WILL BE USED.

☆U.S. GOVERNMENT PRINTING OFFICE: 1982-522-051/3165

Figure 2–3. Sample, AF Form 148.

FOOD SERVICE PRODUCTION LOG

FACILITY: | DAY: | DATE: 28 JUNE

I MEAL PRODUCTION — ☐ BREAKFAST ☐ DINNER ☐ BRUNCH ☐ OTHER (Specify) ☐ LUNCH ☐ MIDNIGHT MEAL ☐ SUPPER

NUMBER TO BE SERVED — FORECAST: 200 | ACTUAL: 170

PERSON RESPONSIBLE A	MENU ITEM B	RECIPE NUMBER C	QUANTITY TO PREPARE D			FINISHED PRODUCT TIME E			SERVING SIZE F	CASH REGISTER CODE G	UNIT PRICE H	SERVINGS SOLD I	UNSERVED PORTIONS J	REMARKS K	AMOUNT DRAWN L
Schmidt	BARBEQUED BEEF CUBES	L-18	150 SV	75 SV	75 SV		1000	1200	5 OZ	HH	.55	125 SV	25 SV	SERVE FOR DINNER 28 JUNE	45 lb
MILLER	VEAL LOAF	L-35-1	50 SV	25 SV	25 SV		1000	1130	6 OZ	SC	.35	40 SV	10 SV	SERVE FOR DINNER 28 JUNE	15 lb
HOGAN	BREADED LIVER	L-55	15 SV	TO ORDER					4 OZ	SS	.30	5 SV	10 SV	RTS 10 SV	4 lb
MILLER	FRIED ONIONS	Q-36	50 SV	25 SV	25 SV		1000	1200	¼ CUP	PR	.05	60 SV		ALL CONSUMED	10 lb
MILLER	PEAS AND MUSHROOMS	Q-41	75 SV	40 SV	35 SV		1000	1130	½ CUP	PL	.15	75 SV		ALL CONSUMED	10 lb
MILLER	FRIED OKRA	Q-31	75 SV	40 SV	35 SV		1000	1130	⅓ CUP	PP	.10	40 SV	35 SV	SERVE DINNER 28 JUNE	10 lb
HOGAN	RISSOLE POTATOES	Q-52	50 SV	25 SV	25 SV		1000	1245	4 OZ	PW	.05	50 SV		ALL CONSUMED	20 lb
HOGAN	HOME FRIES	Q-97	60 SV	25 SV	25 SV		1000	1100	6 OZ	PW	.05	45 SV	5 SV	DISCARD	20 lb
SCHMIDT	MASHED POTATOES	Q-57	100 SV	50 SV	50 SV		1000	1100	5 OZ	PW	.05	75 SV	25 SV	DISCARD	2#10 CN

II UNSERVED PORTIONS

PERSON RESPONSIBLE A	MENU ITEM B	SPECIAL INSTRUCTIONS C	QUANTITY D	SERVING SIZE E	CASH REGISTER CODE F	UNIT PRICE G	SERVINGS SOLD H	REMARKS I

AF FORM JUL 81 662 — FIGURE 6–5 — 40139

Figure 2–4. Sample, AF Form 662, Food Service Production Log (front).

III DAILY CONSUMABLES

PERSON RESPONSIBLE A	ITEM B	SERVING SIZE C	CASH REGISTER CODE D	UNIT PRICE E	REMARKS F
Food	Coffee	8oz	TL	.15	
Service	Iced Tea	10 oz	HP	.10	
ATTENDANTS	Hot Tea	8 oz	HP	.10	
	Chocolate Milk	10 oz	HP	.10	
	White milk	10 oz	HP	10	
	Carbonated Drinks	12 oz	HP	.10	Coke, orange, Root Beer, Sprite
	Butter Patties	2 ea	GB	.05	
	Crackers	2 ea	HL	.05	
	Croutons	2 ea	FD	.05	
	(This section III Daily Consumables is for items that are served Daily at every meal)				

IV SERVING LINE SET UP

Baked Chicken	Short Ribs	Mashed Potatoes	Sweet Potatoes	Green Beans / Succotash	Gravy

V SPECIAL INSTRUCTIONS

(This section is for special instruction or recipes for the cooks from the Dining hall Supervisor. Section IV, above, is a diagram of how to set-up the serving line)

NAME AND GRADE OF DINING HALL SUPERVISOR	SIGNATURE
John Sims SMSGT	John Sims

37879

Figure 2–5. Sample, AF Form 662, Food Service Production Log (back).

In column A of *Section III*, (Daily Consumables) enter the last name of the person responsible for serving the item throughout the meal. If this is a contractor, just enter "food service contractor." In column B, enter the names of the items (if they're not preprinted). In column C (ALACS bases only), enter the serving size from the Armed Forces recipe card or RAMPS portion price index (if it's not preprinted). In column D (ALACS), enter the cash register code (if it's not preprinted and the cash register doesn't print an item description). In column E (ALACS), enter the unit price from the RAMPS or as computed manually on AF Form 1212, ALACS Item Pricing. This column may be preprinted each month. Use column F for any other information or instructions about the preparation or service of the item. You can use (optional) *Section IV*, (Serving Line Setup) to indicate how items should be arranged and served from the serving line.

In *Section V*, (Special Instructions) enter such other information about preparing and serving the meal as the cyclic salad and dessert menus for the day and any information that will help in planning and preparing the same menu in the future. Include factors affecting the head count(weather, base activities, alerts, exercises, etc.). This section can serve as extra space for serving line setup information.

The dining hall supervisor reviews the production logs for completeness and signs them before filing them in the dining hall. While the dining hall supervisor has primary responsibility for AF Form 662, the food service superintendent or officer is expected to review the form periodically for completeness, proper production practices, adherence to the planned menu, and response to management information. These additional tips and techniques should help you use the form for maximum benefits:

(1) Use a cyclic menu, the base adaptation of the AF Worldwide Menu.

(2) Order the quantities of subsistence items necessary to support the cyclic menu.

(3) Ensure that the forecasted quantities to prepare on the production form are accurate. "Guesstimates" are unnecessary when you've got historical data from repetition of the menu cycle.

(4) Be aware of factors that require changing the quantities to prepare. For example, leftovers from prior meals will reduce the quantities of items normally prepared.

(5) Record and retain accurate data on amounts prepared. This data can serve as indicators of planning accuracy and customer preference, providing a basis for future adjustments in preparation quantities.

Forecasting attendance. Basic to all planning efforts is forecasting the number of people to be served (Section I of AF Form 662 on the basis of AF Form 3002, Subsistence Strength Report, and previous production logs. AF Form 3002 gives a total installation feeding strength on which to base estimated headcount. Prior production logs give actual statistical data for improving the accuracy of estimates. Using the formula, actual past headcount divided by total feeding strength equals attendance percentage, managers can intelligently forecast the headcount for any meal. all AF Forms 287 for respective issue in column I of AF Form 1119,

$$\frac{\text{Actual past headcount}}{\text{total feeding strength}} = \frac{600}{800} = 75 \text{ percent}$$

By this estimate, 75 percent of the base feeding strength, or 600 people, will eat lunch. Now let's say that the actual headcount for this Wednesday's lunch is 570, or 71 percent. You can now get an even more accurate estimate for next Wednesday's attendance factors (75 + 71 = 146 ÷ 2 = 73). Managers can continue to improve their accuracy in headcount forecasting by averaging their past actual headcounts from week to week.

The advantage in using attendance percentages as a multiplier of the feeding base (rather than merely using an attendance figure average) is continuity. The base feeding populace may change in number periodically, but meal attendance percentages vary only slightly during normal operations except for the impact of special factors such as weather, disasters, TDY, exercises, paydays, and holidays. You can get valuable forecasting information by reviewing the past year's AF Forms 1650. To track these factors for future planning, annotate any special occurrence, such as holidays and paydays, affecting a meal in Block III, Other Instructions of AF Form 662. Obviously, headcount forecasting can only be as accurate as the data used; thus it is extremely important to enter actual figures in the "Number To Be Served" block."

A preference factor greater than 1.0 indicates a highly acceptable entree, while one below .10 indicates a possible need for menu revision. Since the AFP 146-17 is a 30-day menu cycle (except for seasonal and holiday foods), you can compute preference factors once and revise them for accuracy by averaging them as menus recur. The AFP 146-17 standard preference factors of 50 percent and 25 percent (entrees) and 33 percent (vegetables), provided in the foreword are good reference points for portion estimates. Estimated meal attendance multiplied by the preference factor of an item gives the estimated number of portions required.

The number of portions required usually won't be compatible with recipe card yields. You'll have to adjust portion quantities to fit standard recipes (for example: 679 portions become 700) or adjust them by work factors (679 is 6.8 times the ingredients needed for 100 servings). Although they take more time, the work factors are better because of decreased waste and leftovers. You can multiply the portion requirement in column D by the individual costs (from RAMPS) to get menu cost estimates. These cost estimates are useful management tools in several ways. By totaling the menu costs for each meal you can project an estimated gain or loss for a particular day. Armed with this knowledge, you can control gain or loss by exchanging high-cost menus to lower-attendance meals and vice versa. Few, if any substitutions to the Worldwide Menu should be needed under normal supply conditions.

Computing quantity to prepare. Once you've determined meal attendance estimates, you'll need to forecast the amounts of each item to prepare. One way to estimate these amounts is to use preference factors. These

are percentage relationships between the numbers of portions of items actually served and the total customer counts. Let's say that at Wednesday lunch we served 800 people and we served 250 portions of baked chicken.

Using the formula: $\frac{\text{Servings}}{\text{Total Number Served}} = \text{Preference factor}$

You divide 250 by 800 to get .313. This figure does not mean that exactly 31 percent of patrons took baked chicken, because seconds are included in this figure. Neither does it indicate that 31 percent of all entrees served was baked chicken. The figure is merely a constant, or multiplier that can be used with estimated headcount to forecast the portions of baked chicken needed. Obviously it is also an indicator of the popularity of an item.

Computing finished product time. The three sections of columns D and E help you to ensure greater control in batch cooking, and provide fresh products to the patron. The total requirement of portions is broken into three batches, batch sizes (portion quantity) being determined by the number of patrons served during three equal increments of the meal period. Let's say that 450 people are forecast for lunch, with 140 portions of baked chicken to be prepared and served during the 2-hour (120-minute) meal period. You might plan to serve three batches, each within 40 minutes of the other (120 ÷ 3 = 40). If lunch starts at 1100, you'll need batches at 1100, 1140, and 1220. Enter these times in the sections of column F. Let's say that actual count or review of cash register tapes shows that about 30 percent of your meals are served from 1100 to 1140, with 55 percent served from 1140 to 1220 and 15 percent served from 1220 to line closing. You can estimate that 135 patrons will be selecting form the first batch (450 × .30), 248 from the second, (450 × .55) and 68 patrons from the last batch (450 × .15). Since baked chicken's estimated preference factor is about 31 percent, the first batch (1100 hrs) should have about 42 portions (135 × .31), the second batch (1140 hrs) about 77 portions (248 × .31) and the last batch (ready at 1220 hrs) about 21 portions (68 × .31). Enter these batches in the sections of Column E. Remember to reduce total portion requirements to compensate for leftovers added to the menu choices. Also enter these total portion requirements on the corresponding menus within the Worldwide Menu to help you modify the menu item recap sheets. For items prepared in bulk (such as soups) or progressively (i.e., french fries), place the total estimated quantity in the first subcolumn of Column D and enter the initial finished product time in the first subcolumn under Column E. Once you know quantities and finished product times, it's a simple matter to compute preparation start times by consulting recipe cards. Remember to consider any time necessary for items to "set" before slicing or serving in computing preparation start times.

In column F, enter the serving size from the Armed Forces recipe card or the RAMPS portion price index. In column G (ALACS base only), enter the cash register code—not required if cash register prints item description. In column H (ALACS base only), enter the unit price from the RAMPS or as computed manually. In column I (ALACS bases only), enter the total number of servings of each menu item sold. Under SCAMS/MCAMS, you do this by taking a physical count (estimate bulk items, such as vegetables) of items prepared and not consumed. The difference between them is the number of portions sold. Under ALACS you get this information from the cash register tapes for the corresponding meal. This does not apply to accompaniments such as sauces and gravies. List price-averaged items (if vegetables, salads or desserts were listed under one cash register code) by the combined serving sold. For better control in preparation and use, have the shift leader take a physical count of individual portions estimates on bulk items before serving them. Compare the servings count against the cashier's register tape and the leftovers count. They should be approximately the same (with some allowance for taste samplings, breakage, spillage, etc.). If cash register tapes show that significantly less portions were sold than indicated by subtracting the leftovers form the total prepared, examine the operation for problems. Missing portions may be the result of cashier error or "sweethearting" (portions given away) or food service or contractor personnel eating without paying.

For column J, estimate the number of portions not served. Physically count individual portions, and estimate portions of items served in bulk (soup, vegetables, etc.). If leftovers are excessive (compare them with leftovers from the same menu served previously), suspect problems in over-production, deviations from recipes, ingredient quality, preparation timing, or presentation techniques (garnishing, serving-line temperatures, etc.). Check plate waste to confirm quality and portion control problems. Column K is instructions for the unserved portions. For items that will be discarded, enter "discard." For items to be served again, indicate the meal they will be used. Column L is the total amount of the main ingredient drawn from the storeroom on AF Form 148.

Recording the serving line setup. In section IV, you give instructions on pan size, garnishing, serving utensils, items to be served on the line, and the relative position of items in this section. Position the items according to type, balance, and association. Type refers to the groups of food, such as entree, vegetable, soup, and sauce. Most serving lines offer the entrees first so that customers can choose vegetables to complement the entree. Avoid placing items of the same color or texture together, because this confuses both the patron and server, and it distracts from eye appeal. Items normally served with others (for example, roast beef with au jus) should be located to minimize wasted motion in serving and to improve patron traffic flow.

Exercises (011):

1. For practical purposes, what is the food service production log?

2. Who has primary responsibility for its completion?

3. What does each of the log's five sections cover?

4. What two forms can you use to forecast the number of people to be served?

5. How can you estimate attendance percentage?

6. How can you estimate preference factors?

7. What does a performance factor greater than 1.0 indicate?

012. State how to use the AF Form 129.

AF Form 129, Tally In—Out (fig. 2-6). AF Form 129 is adjusted by checking the heading of the tally "in" or "out" as applies. It is used by various Air Force organizations, generally in an original and one copy. Within Food Service it is prepared for subsistence turn-in to the commissary, for transfer between dining halls for medically condemned subsistence, and for issues to dining halls from central preparation facilities.

Exercises (012):

1. How do we use AF Form 129, Tally In—Out in food service?

2. Normally how many copies of AF Form 129 are prepared?

3. How is AF Form 129 marked to ensure proper accountability?

013. State how to prepare DD Form 160.

DD Form 160, Inventory of Class Quartermaster Supplies (fig. 2-7). At the close of the last day of the accounting period, regulations require a physical inventory of all food to check the actual value of food on hand, the accuracy of records, and the effectiveness of internal controls. DD Form 160 records all meat on hand in the meat processing facilities, bread and pastry kitchens; all food in the dining halls not prepared for consumption, except condiments issued from the store room; all unopened containers regardless of issue or specified consumption dates; and all food in the storeroom or refrigerator.

Items are priced on the inventory at the prices listed on AF Forms 147. Consolidated preparation facilities use prices from AF Forms 287 or equivalent stock record cards. If like items in stock were received at different prices, enter each item, priced and extended at its own price. Proper inventory procedures require that the closing inventory of one period must be the same as the opening inventory of the following period.

To expedite the inventory, the nomenclature may be typed according to the sequence in which the AF Forms 147 are maintained. Enter date and the name of the person responsible for the food service account. You'll need two copies and proper certification if a disinterested person helps with the inventory or if the account tranfers from one responsible person to another. One copy is filed with AF Form 1119, and the other copy is kept by the person from whom the account is transferred or by a disinterested person; otherwise, one copy is enough. Type on the last page a statement that the inventory is true and correct, and have it signed by the persons taking the inventory. For proper control, the FSO must also certify the inventory. The value of the ending inventory of the installation food service account must not be more than 25 percent of the total earned income for the period; exceptions must be approved by HQ AFESC/DEHF.

At the close of business on the last day of each month, the FSO has a physical inventory taken of all food supplies at each food service facility. The FSO decides whether a physical inventory is taken at any other time during the month to control the account. The results of any physical inventory are reconciled with AF Form 147, Dining Hall Stock Record, and the book inventory. If there are differences, take a recount to reconcile them. If the physical count is correct, enter the physical count and date on AF Form 147.

A physical inventory must be taken by a disinterested person, appointed by the chief of service at the end of each fiscal year. At full food service contract bases, this is done at the end of each contract year, rather than the end of the physical year.

Exercises (013):

1. What is the purpose of taking a physical inventory?

2. Who decides when a second physical inventory should be taken within a month?

3. What's the maximum value of the closing inventory?

TALLY ☐ IN ☐ OUT	SHEET 1 OF 1	TALLY NUMBER 0200
	REQUISITION OR PO NUMBER	DATE 18 DEC 84

STATION LOWRY AFB, DENVER CO 80230-5000	CARRIER
CONSIGNOR CENTRAL PASTRY KITCHEN	B/L NUMBER
CONSIGNEE DINING HALL # 700	CAR NUMBER AND INITIALS
AUTHORITY AFR 146-7	SEAL NUMBERS

CONTAINERS OR PIECES	UNITS PER CONTAINER	CONTENTS	UNIT	TOTAL UNITS	UNIT SALES PRICE	TOTAL VALUE
4	5	CHOCOLATE CAKE	EA	20	2.00	40.00
6	25	APPLE PIE	EA	150	.50	75.00
		LAST ITEM				
				TOTAL		$115.00

PACKER (Tally out use)	CHECKER
I CERTIFY THAT THE ABOVE LISTED ARTICLES *(Subject to Veterinary Inspection)* WERE INSPECTED BY ME AND THAT THEY CONFORM TO THE CONTRACT REQUIREMENTS.	RECEIVED THE ABOVE LISTED ARTICLES IN APPARENT GOOD ORDER AND CONDITION *(Except as noted)*
	SIGNATURE
INSPECTOR'S SIGNATURE	GRADE OR TITLE / DATE

AF FORM JUL 76 129 PREVIOUS EDITION WILL BE USED.

Figure 2-6. Sample, AF Form 129.

INVENTORY OF CLASS ( ) QUARTERMASTER SUPPLIES	DATE OF INVENTORY (Year, Month, Day)	VOUCHER NUMBER, CURRENT ACCOUNT
		VOUCHER NUMBER, NEW ACCOUNT
STATION	ACCOUNT OF (Name of Accountable Officer)	

ARTICLE	UNIT					TOTAL QUANTITY	PRICE	MONEY VALUE	
SECTION									

DD FORM 1 JUN 79 160 PREVIOUS EDITION WILL BE USED.

Figure 2-7. DD Form 160.

4. When is a disinterested physical inventory taken and who appoints the disinterested person?

014. State how we use AF Form 85.

AF Form 8)5, Inventory Adjustment Voucher (fig. 2-8. This voucher records variances of more than 1 percent from the physical inventory to the book inventory by line items. The dining facility supervisor attaches AF Form 85 to AF Form 1119, Monthly Monetary Record with the adjusted amount (net variance) entered in item 9, and sends to the food service officer (FSO) for approval. The book inventory is the opening inventory, plus purchases, minus issues to the kitchen (including excess co... plus or minus transfers). The FSO must find out the reasons for the inventory adjustment and make sure that the internal records and controls are effective. If warranted, prepare a report of survey as directed in AFR 177-111, *Report of Survey for Air Force Property*. The FSO may require a Form 85 anytime as an inhouse control. Although the signature of the FSO in item 14, AF Form 1119 represents approval for the inventory adjustment, every effort must be made to determine and eliminate the causes of variances.

Exercises (014):

1. When is AF Form 85 issued?

2. Who must approve an inventory adjustment?

3. When can a Form 85 be required?

015. State how we use the AF Form 363.

Abstract of Reimbursable Sales/Issues. All food must be properly requisitioned, issued, and accounted for in each facility whether large or small. The food controls are spelled out in AFR 146-7, *Food Service Management*. An AF Form 363, Abstract of Reimbursable Sales/Issues, is maintained for each charge sale account by the commissary store administrative clerk (issue technician at single stores). The form is used to control charge sale issues by subvoucher numbers and to record and accumulate the value of issues by each department. The local stock fund accountant (SFA) can also use the form as a source document to support billing to charge sale activities (Food Service). A separate folder is kept for each authorized charge sale activity, with an AF Form 363 for the operating month. Any processed originals of AF Form 287 used to issue items to the charge sale activities during the month are also kept in the folder.

After all issues have been recorded on the AF Forms 363 for the month, record the grand totals from all forms for each charge sale activity on the last form used for that activity for the month. Number each activity's forms as 1 of 3, 2 of 3, 3 of 3, and so on, according to the number of forms used for the month. Reconcile grand totals on the AF Forms 363 with all base activities involved within 2 workdays after the last day of the month. Administrative clerks should also check discrepancies before the end of the month. For food services activities, this should be done weekly. The food service manager must reconcile the commissary billing against food service purchase records with the commissary accountant at least monthly, immediately after the end of the month.

The accounting and finance office uses SF 1080, Reimbursement Between Appropriations, for the billing and collecting allotment (P562) funds. A copy of each SF 1080 processed, with a copy of the supporting AF Form 363 is sent to the base food service office. The food service manager reconciles the SF 1080 amount paid with the AF 363 and the cost of subsistence items purchased from the commissary (AF Form 287 and direct vendor delivery slips). The reconciliations must be reflected by letter and kept on file.

Exercises (015):

1. What does the FSO get from the base accounting and finance office concerning purchases of subsistence?

2. What does the food service manager reconcile SF 1080 with?

3. What does the local stock fund accountant use the AF 363 for?

4. What are the uses of the abstract to reimbursable sales/issues?

2-2. Storeroom Operations

Good stock control makes sure enlisted personnel receive their full entitlement of food and prevents theft of Government property. All food for use in Air Force food service facilities must be properly requisitioned, stored, issued and accounted for, regardless of the facility size or mission. Food control procedures are spelled out in Chapter 5, AFR 146-7, Food Service Management. Storeroom operation, or stock control, is designed to provide proper and adequate protection for food supplies. This includes locked doors and barred windows. Access to these areas is limited to food service supervisors and people designated in writing by the food service officer. Issues from food storage

Blank Page

INVENTORY ADJUSTMENT VOUCHER

ACTIVITY

INDICATE BY X

	SERVICEABLE		PROJECTS
	REPARABLE		MOB RESERVE
	TOC		REGULAR INV
	WORK ORDER		SPECIAL INV

PAGE OF PAGES

DATE PREPARED

PROPERTY SUBCLASS

ITEM NO.	STOCK OR PART NO.	NOUN	UNIT OF ISSUE	UNIT COST	RECORDED BALANCE	INVENTORY COUNT	OVER		SHORT	
							QTY	VALUE	QTY	VALUE

POSTED BY AND DATE		(D)(S)(A)PPROVED WITH EXCEPTION OF LINE ITEMS INDICATED BY ENCIRCLED LINE ITEM NUMBERS	TOTAL		
IAM CODE	CERTIFYING SIGNATURE AND DATE	APPROVING SIGNATURE AND DATE	VOUCHER NO.		

AF FORM 1 APR 56 85 Previous editions of this form are obsolete.

Figure 2-8. AF Form 85.

facilities are made only to the senior cook on duty by authorized storeroom personnel. All food supplies received by, issued from, or returned to the storage facilities are weighed and counted, and the transactions are documented.

016. State how to inspect different types of incoming subsistence.

Inspecting Incoming Subsistence. Incoming subsistence is inspected for *quantity* and *quality*. In checking subsistence quantity, food service storeroom personnel compare column E, *Quantity Issued,* of AF Form 287, Subsistence Request, against amounts physically issued. Any errors are reconciled with the commissary representative before the food service representative signs for the subsistence. Storeroom personnel also make quality inspections before signing for subsistence. Look for things such as spoilage, contamination, damaged containers, dust, vermin infestation, leakage, and thawing. Call the base medical food inspectors when the quality of subsistence is in doubt. Never issue any food to the kitchen if the quality of the item is suspect. Some foods are sent directly to food service facilities. These are usually items such as bread or dairy products and are referred to as vendor-delivered items. When items are delivered directly to the food facility, the vendor delivery slip is the only receiving document required. Before signing for the merchandise, an authorized person must check the items and quantities on the delivery slip against those actually received. In addition, the items are checked for freshness and compliance with contract requirements. If the contract requirements are not, met the commissary officer is advised. Each vendor delivery ticket must also contain the contract number and a commissary call number.

Exercises (016):

1. What two types of inspections are made on incoming subsistence?

2. State four things to look for during the quality inspection.

3. Whom do you call when vendor-delivered items don't meet contract requirements?

4. What is the receiving document for items delivered directly to a food facility by a vendor?

5. What happens when the quantity check shows errors?

017. State how we store perishable and nonperishable subsistence.

Storing Perishable Subsistence. Perishable items are stored in refrigerated rooms. Meats, water foods, poultry, eggs, and milk are stored at 32 to 45°F; fruits and vegetables are stored at 35 to 55°F; frozen foods are stored at 0 to 10°F. After removing raw or prepared foods from their original packages, store them in clean, covered containers that are nonporous and nonabsorbent. Store them at least 6 inches above the floor to protect the n[illegible]om splashing and contamination and to let you clean under them. Do not store fresh fruits and vegetables that have strong odors (onions, garlic, etc.,) with other foods that might absorb their odors. Store them separately or in airtight containers. Use only clean, galvanized containers to transport or temporarily store water, peeled raw potatoes in water, and dry foods. *Never* use galvanized containers to prepare or store meat, fruits, salads, tea, coffee, lemonade, fruit juice, or other acid-containing foods. The acid from the food removes the zinc from galvanized surfaces and causes zinc poisoning. Food such as grapefruit and oranges that will not be washed or cooked before serving should be stored away from foods that must be washed. This will prevent contamination from dirt, debris, and insecticides. Food packages should not touch water or undrained ice due to the possibility of viral or bacterial contamination.

Storing Nonperishable Subsistance. Nonperishable items are normally contained in cans, bottles, packages, jars, and bags. For maximum shelf life, they should be stored in a clean, light, dry p[illegible] room temperature (60 to 80°F). Nonperishable storage areas must be free of rodents and insects and should be well ventilated. Foods are stored at least 6 inches above the floor to protect them from splashing and other contamination and to allow for cleaning and air circulation. When bulk foods (flour, cornmeal, etc.,) must be removed from their original containers, store them in new containers that are properly labeled. Galvanized containers may be used to transport or temporarily store dry foods. Do not store food, food preparation equipment, or linens in toilet rooms or toilet room areas. Do not store nonfoods such as detergents, cleaning agents, and insecticides with food. Label them plainly and store them in lockers, closets, or other designated nonfood storage areas. Be sure to secure carbon dioxide (CO^2) cylinders for carbonated drinks with safety chains or cages to keep them from falling. Cylinders are fragile and can explode when broken.

Exercises (017):

1. What's the temperature range for storing meats, water foods, poultry, eggs, and milk?

2. What's the temperature range for storing fruits and vegetables?

3. Why shouldn't food packages touch water or undrained ice?

4. Why are nonperishable subsistence foods stored at least 6 inches above the floor?

5. Why don't we use galvanized containers to prepare or store meat, fruits, salad, tea, coffee, or fruit juice?

6. How do we secure CO^2 cylinders?

018. State how good stock control could have prevented given hypothetical mistakes.

Stock Controls. Stock control is exactly what the term implies. It is the process of controlling supplies kept on hand to support our mission. The entire purpose of the storeroom function is stock control. It consists of ordering, receiving, storing, and issuing food supplies and keeping detailed records of each transaction in which food enters or leaves the storeroom. Accuracy is extremely important to stock control. People who work in storerooms must be alert and make every effort to ensure that receipts, issues, and inventories are correct. Failure to do so will cause out-of-stock or out-of-balance conditions and serious problems in the facility monetary account. Here are some of the most common mistakes made in a storeroom operation.

a. Issuing more or less of an item than is recorded on AF Form 148 or AF Form 129.

b. Issuing or returning food without signing for it on an AF Form 148 or AF Form 129.

c. Signing in more or less of an item than was received.

d. Failure to check food received from vendors or commissary for quantity.

e. Mistakes in addition, subtraction, or weight in issuing bulk items or posting the AF Forms 147.

f. Improper inventory.

g. Letting cooks or food service attendants get their own food from storage areas.

h. Recording the wrong prices on issue documents.

i. Returning food to stock on an AF Form 148, and not putting it back in the storeroom.

As you can see, all of these can be prevented easily by paying close attention to the task being done, doublechecking your work, limiting access to the storage areas, and following established procedures. Good stock controls help prevent fraud, waste, and abuse in food service. All storerooms should be designed with security in mind. This includes locked doors and barred windows. The FSO must designate (in writing, by name or duty title) the person responsible for the security of food, and storeroom access is limited to that person and to food service supervisory personnel. Issues to the kitchen storeroom are only made to the senior cook on duty. All bulk subsistence received by, issued from, or returned to the storeroom is weighed and counted. All excess food from deactivating food service dining halls is transferred to other food service activities or returned to the commissary per commissary regulations. If this is not practicable, the food is inventoried, documented, and (with written MAJCOM approval) donated to local charities.

Exercises (018):

1. Since Sgt Margaret Gaines, the storeroom person, was on the phone, SSgt Jerry Ewing, the senior cook just returned six extra can of corn to the shelf. Several days later, Sgt Gaines' inventory was over six can of corn. What common mistake was made?

2. Sergeant Gaines received a delivery of bread into the storeroom from a local vendor. Being busy trying to account for an extra six cans of corn, she hurriedly signed the hand receipt. After clearing up the corn puzzle, Sergeant Gaines checked his bread receipt against the bread on hand and found he was two cases short. What was her mistake?

3. The Galaxy Dining Hall is being deactivated due to a decrease in manpower. Some of the excess food cannot be absorbed by the remaining dining halls and the commissary. The food service officer wants to give the food to a local nursing home. Can she do this?

019. Cite the principal reason for proper stock rotation.

Stock Rotation. Because food items are issued first in/first out, they must be stored accordingly. Do not stock new items on top of old items. On shelves, place the oldest stocks toward the front. Items without a date of pack indicated should be labeled with the delivery dates. Vendor-delivered items such as breads, fresh milk, and dairy products are dated or color-coded to indicate either the date of pack or the last date the item should be used. If the items are color-coded, be sure to keep a current color-coded list readily available.

Exercises (019):

1. What should you do when you get items without a date of pack?

2. How is the age of vendor-delivered items indicated?

020. State how we get operational rations.

Operational Rations. You get operational rations the same way you get regular food supplies, with only minor variations. Prepare an AF Form 287, listing the rations or prepackaged meals you need, the expected date(s) of consumption, and the justification for the items. If you're using base operation and maintenance (O&M) funds for the rations, include a statement from the base accounting and finance office to show the accounting classification and that enough money is available to pay for the meals. Forward the completed forms to the commissary officer. When the items are issued, the commissary officer furnishes one copy to the receiving activity and returns a priced and extended copy to the food service activity within 2 workdays.

Exercises (020):

1. What information must Accounting and Finance enter on AF Form 287 to use base O&M funds for operational rations?

2. What information do you put on AF Form 287 for operational rations?

021. State how we thaw perishable subsistence.

Proper Food Thawing Procedures. A major area of concern for food service managers and medical food inspectors is thawing frozen meats. Storeroom personnel (not food service specialists) are responsible for thawing meats. Items must be thawed under refrigeration, except under emergency condition.

AFR 161-26, *Control of Foodborne Illnesses,* outlines the procedures for thawing meats properly. When potentially hazardous foods have been frozen, thaw them according to this priority listing of methods:

(1) As part of the conventional cooking process. Don't try this with large meat items (such as whole turkeys and large roasts), because the exterior will be overcooked long before the interior thaws. Thoroughly thaw these items before cooking.

(2) Frozen foods should be thawed in refrigeration units at 45°F (7°C) or below.

(3) A microwave can be used in thawing as part of an uninterrupted cooking process or when the food will be transferred immediately to conventional cooking units. (Not for large meat items). Also follow the manufacturer's instructions in using the rapid-thaw cabinet.

(4) AFR 161-26 lets you start thawing at room temperature, then store the food at 45°F (7°C) or below to complete thawing if neither the food's surface nor internal temperature exceeds 45°F (7°C). You can thaw food under potable running water at 70°F (21.1°C) or below if there's enough water velocity to agitate and float off loose food particles into the overflow (least preferred method).

Although these thawing procedures are acceptable under the provisions of AFR 161-26, there are some drawbacks. Thawing meats at room temperature results in excessive loss of liquids, loss of flavor, and contributes to a tough cooked product. Since cooks receiving frozen meat often don't have time to compensate by extending the normal cooking time, they sometimes use improper preparation and cooking techniques to get the item ready on time. Improper thawing is a major cause of overcooked, dry, tasteless meat entrees on the serving line. Meat items should be taken out of packing boxes, unwrapped, and covered for thawing. Seventy-two hours are normally required to thaw meat items under refrigeration (for example: meats to be cooked Wednesday should be placed in thaw boxes early Sunday). Many managers have found that it is best to label items being thawed with the date and meal these items are to be used. Remember, you must have planning and coordination between the dining facility supervisor and storeroom personnel to ensure proper thawing techniques.

Exercises (021):

1. What publication governs the procedures for properly thawing meat?

2. At what temperature should you thaw frozen foods in a refrigerated unit?

3. How can you use a microwave oven in thawing?

4. Who's responsibility is it to thaw frozen meat?

5. How can you thaw meat under running water?

6. What are the effects of thawing meat at room temperature?

7. How long should you thaw meat under refrigeration?

022. State why and when excess cost is authorized and how to compute it.

Excess Cost. Excess costs are costs that exceed the unit price reflected in the C8900-PL Federal Supply Catalog Price List (FSC Group 89 Subsistence) for individual food components. For authorized local purchase items the negotiated contract price is the monetary value used in computing the basic daily food allowance (BDFA). Excess cost may not be computed on the difference in price on items bought through a local purchase contract and the C8900-PL Federal Supply Catalog Price List. Excess costs can provide quality service to food service consumers in specific circumstances, but they represent a significant overhead expense to P562 funds. This expense must be reduced through careful coordination with commissary managers, proper use of published menus and recaps, coordination with medical food inspection personnel, and sound management practices. Under no circumstances may excess cost be authorized for items of lower cost or of an unlike nature. These principles also apply for items bought without providing commissary personnel at least 2 complete working days to fill a request, except under emergency situations where MAJCOM approval is required.

Forced Substitutions. Forced substitution is the replacement of an item appearing on the approved menu by a like item in the same food group to make sure troop issue subsistence is used to the best interest of the government. The item being substituted normally is reaching assigned shelf life limits or is excess to the troop issue section of the commissary. The base medical food inspector decides when an item must be substituted and the length of time the commissary officer has to issue the item before it deteriorates. Since most items that must be forced substituted have a remaining shelf life of about 60 to 90 days, there's enough time to incorporate the item in the base food service menu without creating a financial hardship on the dining facility. Items that can be incorporated in the menu don't qualify for excess costs. Close coordination between food service, commissary, and medical food inspection personnel will keep forced substitutions to a minimum. The MAJCOM is authorized to grant waivers if an item is too expensive to be worked into the menu without creating a financial or nutritional problem. Forced substitutions must not be confused with forced issues or not-in-stock actions.

Forced Issues. Forced issues are made by the commissary to prevent a loss to the government through food spoilage. Food service activities must accept forced issues originating from the troop issue section. Forced issues from the commissary resale section may be made only with the consent of the FSO. Regardless of the source, forced issues will be made and managed under these guidelines:

(1) Forced issues are normally restricted to perishable items. A nonperishable item approaching the end of its shelf life is forced issued only when the medical food inspector certifies that circumstance warrant it.

(2) No issue of an item will exceed the quantity that can be consumed reasonably within 96 hours.

(3) Only items fit for human consumption will be accepted by Food Service and charged to P562 funds. When issues have partial spoilage (for example, head lettuce) the medical food inspector will estimate the amount fit for consumption. This percentage determines the amount that is inserted in the "quantity issued" column of AF Form 287. The cost of spoilage is borne by the commissary stock fund.

(4) Operational rations may not be forced issued.

(5) Whenever possible, a forced issue is used as a menu replacement for a similar item in the same food group. Excess cost may be taken only on the cost exceeding the originally planned menu item. Avoid substituting a high-cost forced issue for a low-cost planned menu item. The excess cost computation is as prescribed in AFR 146-7. When time or other circumstances preclude making a menu substitution, excess cost may be taken up to the full amount of the forced issue. In these cases, the reason that a menu substitution could not be made must be entered on AF Form 148 and approved by the FSO.

Not in Stock (NIS). When a requested troop issue item is NIS, a like item of equal or less monetary value is not available, and a menu change to avoid excess cost is not feasible, excess cost is authorized. The AF Form 287 must be received at the commissary 2 workdays before issue. Commissary personnel complete AF Form 287 with one of these codes for NIS items:

(1) NIS. Requested troop issue item not available for issue. No suitable substitute available.

(2) NIS (D). Requested troop issue item not available; a suitable substitute is made from existing depot stocks in the troop support warehouse. For example, green beans, #303 can, substituted for green beans, #10 can. If other blank lines are on the AF Form 287, the commissary issue technician writes in the substitute item; if not, the issue technician prepares another AF Form 287 with a cross-reference voucher number and the notation "see sub voc #1'3P'."

(3) NIS (C). Requested troop issue item not available; a suitable substitute is made from resale stocks. The commissary issue technician prepares a separate AF Form 287 with a cross-reference voucher number and the notation, "see sub voc # _____

(4) NIS (F). A like item was offered as a substitute, but was refused by the food service representative. This takes the food service representative's initials.

(5) "O" (F). Food Service no longer wants the requested item. The food service representative must initial the AF Form 287.

(6) Food service officers must work closely with commissary troop issue personnel to minimize excess cost caused by NIS items.

Beverages for Security Guards. Beverages are authorized to be issued without cost only to guards actually performing sentry duty outdoors exposed to the elements for an extended period. Because varying conditions preclude a precise definition of the term "extended period" the installation commander must make sure that this authority is not abused. Security Police assigned to law enforcement or indoor supervisory function are not

included. The (liquid or solid) beverages may be issued from an alert kitchen, an appropriated fund dining hall, or a flight kitchen at the actual cost of the ingredients. Accountability is controlled by separate AF Forms 148 or 129, as appropriate, to show the number of security guards served.

Alert Exercises and Emergencies. Excess costs may occasionally be caused by alert exercises and emergencies that require alert personnel, fire crew members, or others to interrupt a meal because of duty requirement. Replacing interrupted meals for these personnel can cause an unplanned increase in the cost of feeding. Properly documented (AF Forms 1339, 79, or ALACS cash register receipts), the expense of replacement is an authorized excess cost. The value of the replacement meal must not exceed that of the food loss caused by the alert exercise. Show replacement subsistence on a separate AF Form 148.

Ground Beef. Because of the gas produced by the soy additive, excess costs are authorized in alert facilities to cover the additional cost of 100-percent ground beef. The excess cost is based on the cost difference between the number of pounds of 100-percent ground beef used in the alert facility compared to the cost for the same poundage of ground beef extended with 20-percent soy granular protein.

Unsatisfactory Subsistence and Condemned Items. Sometimes you can claim excess costs for hidden defects and unsatisfactory subsistence. If you suspect that a subsistence item (previously accepted) is not satisfactory, report the item to the responsible office (in most instances, the base medical food inspector) for inspection, evaluation, and recommendations. If they find it not suitable for its intended use, process it as described in commissary regulations and report it on DD Form 1608, Unsatisfactory Material Report (Subsistence), according to Chapter 10. Credit is allowed for excess costs from hidden defects that cause a food item to be unsatisfactory, if the condition could not be detected until time to prepare it for serving. For example: pork issued was not satisfactory because of excessive fat. After properly trimming, cooking, and serving, the quantity authorized and issued for 100 persons was enough for only 73 persons. In this case, the cost of the other 27 portions is an authorized excess cost. To get credit for excess cost for an unsatisfactory item or a medically condemned item, prepare AF Form 129 according to AFR 163-2. Include a statement describing the circumstances and the date, sign it (if you're the food service supervisor), and get it signed by the base medical food inspector (or the person responsible for subsistence inspection) and approved by the FSO. Identify whether the item is a medically condemned item or unsatisfactory item as reported on DD Form 1608.

New Food or Test Food Items. If new food items or testing of food items is authorized, you can be reimbursed for any increased food costs due to the new food or test items.

Training. Excess cost is authorized for subsistence used in training food service personnel when circumstances preclude serving the food prepared by the trainees in any dining hall operation. You get credit by preparing AF Form 148 for approval by the FSO.

Operational Rations. Operational rations may be used for exercises, cooks' training, research, education, or testing purposes, however they may not be served in dining halls to rotate the stocks. To bring meals to acceptable dining standards, you can add 15 percent of the BDFA to the cost of each flight feeding meal you serve. For each cooked, frozen meal (MCF), you can add 20 percent of the BDFA. The extra allowance is to cover the cost of supplements such as milk, coffee, fresh salads, etc. If you don't provide supplements, you can't use the extra allowance to compute meal costs.

Computing Excess Cost. The dining hall computes excess cost on AF Form 148 unless it concerns condemned food which will be taken off AF Form 129. In computing excess cost in relation to forced substitutions or issues, NIS, ground beef, or new and test food items, write the amount used and the cost of the replacement item on AF Form 148. Under that entry, write the amount used and the cost of the item replaced. Subtract the cost of the replaced item from the replacement (excess cost) item, and the difference is your excess cost.

Let's say you have 10 pounds of pot roast and you've forced issued 10 pounds of oven roast to replace the pot roast. The pot roast is 80 cents per pound, and oven roast is a dollar per pound.

Oven Roast 10 lb × 1.00 = $10.00
Pot Roast 10 lb × .80 = − 8.00
$ 2.00

You should take excess cost for training or alert exercises directly off the AF Form 148 total. Take excess costs for beverages for Security Police directly off AF Form 129 if they're issued from a flight kitchen. If they're issued from a dining hall, they're computed on AF Form 148. All excess cost must be annotated on AF Form 1119, Monthly Monetary Record, and AF Form 249, Food Service Operation Report, which we'll discuss later. Remember, the primary purpose of excess cost is the give the dining facilities a method of controlling or preventing monetary loss due to circumstances beyond Food Service control.

Exercises (022):

1. What is excess cost?

2. The medical food inspector decided that, to avoid spoilage of whole chicken in the commissary, the dining hall must use the chicken within the next 90 days. If the dining hall replaces the chicken with a more expensive item, is excess cost authorized? Explain your answer.

3. What is a forced issue, and when might a forced issue authorize excess cost?

4. When might you be able to claim excess cost in a not-in-stock situation?

5. The Security Police want some hot coffee for their personnel working in the base Security Police building. Does this justify excess cost? Why or why not?

6. An alert is called during the lunch meal. After the exercise is over, a customer who originally had a meal worth $1.50 wants a substitute meal worth $2.00. Is this authorized? Explain your answer.

7. The dining hall supervisor wants to claim excess cost for using 100-percent ground beef in the alert facility. Is this authorized? Explain your answer.

8. You have prepared a steamship round to serve 100 people. During preparation you discover it has too much fat. After cooking, it only yields 75 portions of food. Can you get excess cost in this situation? Explain your answer.

9. When can you claim excess cost on a new or test food item?

10. When may you claim excess cost for training food service personnel?

11. When can you claim excess cost for operational rations?

12. What AF Forms do you use to compute the excess cost?

13. If the commissary force-issued the dining hall 100 pounds of haddock at a dollar a pound in place of 100 pounds of perch at 90 cents a pound, how would you compute the excess cost?

2-3. Accountable Records

Just as managing subsistence is important to a food service supervisor, so is accountability for the value of subsistence. this section deals with accounting for money spent, money taken in, and the value of food on hand. all these factors help you manage the dining facility within monetary limits set by Air Force food service regulations.

023. State how dining hall customers are identified.

Patron Identification. Air Force enlisted personnel who are authorized to subsist at Government expense and who are part of the base complement are issued DD Form 714, Meal Card, (accountable form) for identification. They sign and complete AF Form 1339, Dining Hall Signature Record, for permanent personnel, and they may also be required to show DD Form 2, AF, Armed Forces Identification Card (ID), or additional identification when they're not in uniform. Airmen on TDY status are identified by competent orders that state "BAS–O and DD Form 2AF." They are classified as transient and sign the applicable AF Form 1339. Airmen on TDY by verbal orders of the commander (VOC) retain their DD Form 174. After clearance from the TDY station food service office, the home station DD Form 714 is used as identification. TDY (VOC) airmen sign the AF Form 1339 for transients.

The issuance of DD Form 714 may be waived for airmen arriving PCS at a new base for a temporary personnel-awaiting-training (PATS) assignment (less than 30 days) or if assignment to a pipeline, replacement, processing, or similar-type temporary unit occurs before assignment to a permanent base. During in-processing, you must verify subsistence-in-kind (SIK) status. Stamp one copy of the PCS order with an easily visible designation of temporary unit, SIK status, and expiration date. This order is used as identification, and the airmen sign the permanent-party, AF Form 1339. The temporary unit will keep a list of the names of personnel with stamped orders, the expiration date, and space to record deletion of the temporary authority. When personnel come to the permanent unit, a meal card is issued to them, and the stamped order is picked up and returned to the temporary unit for destruction and deletion from the register.

Transient SIK personnel who are not on leave or TDY status are authorized to eat in appropriated dining halls at other Air Force installations by presenting their valid meal cards issued by their permanent duty stations. This authorization is intended to let SIK personnel visiting other Air Force installations eat without charge when they're not on leave or TDY status. A separate AF Form 1339 for visiting Air Force personnel serves as support for audit or investigative actions. Include the total number of each meal served in the remarks section of AF Form 1119.

Although transient personnel are fed at Air Force dining facilities, the installation commander may establish procedures to prevent or restrict the number to avoid adverse impact on the installation Food Service operational capability, overcrowding, budget restrictions, or overuse by visiting SIK members from nearby installations. Another avenue available to the installation commander is to challenge or deny service to visiting personnel that, because of distance from their home installation, are probably on leave or TDY status or may otherwise be abusing the privilege. Report suspected fraud cases (for example, personnel who are more than 200 miles from their home installation but claim not to be on in leave or TDY status) to the visiting members' home installation for possible investigation regarding status.

Squadron meal card procedures should include procedures to be used by visiting SIK members. Visiting either SCAMS or ALACS facilities, the SIK member must:

(1) Inform the cashier that he or she is visiting from another Air Force installation and is not in leave on TDY status.

(2) Present a valid meal card (DD Form 714) and an ID card (DD Form 2AF) from his or her installation for identification.

(3) Annotate the special AF Form 1339 for visiting Air Force members.

Enlisted Reserve or National Guard personnel on training status at a base (in a pay status) carry a DD Form 2AF with a red background and must appear on a training schedule coordinated with the base food service officer. Exception to training schedules may be made for personnel with competent orders or written authorization from the Reserve or National Guard unit commander for makeup or special training duty. These airmen sign the AF Form 1339 for cross-service personnel. Air Force ROTC students ordered to training status at an airbase may be identified by DD Form 714 (stamped ROTC), an official training roster, or by component special orders. These students will sign the AF Form 1339 for cross-service personnel.

Members of other active duty services stationed or attached to an Air Force base are issued DD Form 714 with the words *Common Service* stamped in bold letters across the front. They sign and complete the AF Form 1339 marked for their applicable services. Enlisted members of the Reserve forces, National Guard, and ROTC in a training status at an Air Force base, are identified by competent orders and an applicable DD Form 1, Identification Card. They sign the applicable AF Form 1339 for cross-service personnel. All members of active services in a TDY or transient status are identified by competent orders and an applicable identification card. If they're not receiving the subsistence part of per diem, they sign the AF Form 1339 that applies for cross-service personnel.

Exercises (023):

1. Airmen authorized to subsist at Government expense are issued what DD Form?

2. Enlisted SIK personnel on leave sign what form to subsist in dining facilities?

3. [illegible]en who are TDY and subsist at Government [illegible]se must have what in their possession to subsist in a dining facility?

4. Members of other active-duty services stationed or attached to an Air Force base are issued what type of meal card.

5. How are AFROTC students a[illegible] to a training status on an air base identified?

6. When they're not in uniform what must airmen show to subsist in the dining facility?

024. State how we use AF Form 1339, Dining Hall Signature Record.

AF Form 1339, Dining Hall Signature Record. The food service officer or designated representative gets this prenumbered form (fig. 2-9) from the publishing distribution officer and stores it in a locked area. Before the form is issued, in chronological order, the serial numbers must be recorded on AF Form 1254, Register of Cash Collection Sheets. AF Forms 1339 are safeguarded at all times. They are used to identify personnel served and to support the head count. AF Forms 1339 are prepared in original only, and all entries are made in ink or other permanent means. Before use, the cashier fills out the heading of AF Forms 1339, to include the category of personnel and applicable.

A separate form is generally used for each category served (permanent, transient, common service, or cross-service). Several forms may be used at the same time to speed up the flow of customers through the line. A separate form for each branch of service is used to show the number of people from each branch served under common or cross-service procedures.

If special groups are to be served, separate AF Forms 1339 are marked for them to facilitate identification, headcount, and reporting requirements. These groups include (but are not limited to) AFROTC, Army reserve, Navy midshipmen, Air National Guard, specified units, exercises, evacuees, civilian applicants for Officer Training School (OTS), or SIK personnel visiting from nearby Air Force bases. You normally use a separate set of forms for each meal.

DINING HALL SIGNATURE RECORD	CATEGORY OF PERSONNEL *(Check one)* ☐ CROSS SERVICE *(Specify)* ☐ PERMANENT ☐ TRANSIENT	SHEET REGISTER NO. H 0165093

DINING HALL NO.	DATE	TYPE OF MEAL SERVED *(CHECK ONE)*			MIDNIGHT MEAL	
		☐ BREAKFAST	☐ LUNCH	☐ DINNER	☐ BREAKFAST	☐ DINNER
		☐ BRUNCH	☐ SUPPER			

NO.	SIGNATURE	GRADE	MEAL CARD NO.	NO.	SIGNATURE	GRADE	MEAL CARD NO.
1				27			
2				28			
3				29			
4				30			
5				31			
6				32			
7				33			
8				34			
9				35			
10				36			
11				37			
12				38			
13				39			
14				40			
15				41			
16				42			
17				43			
18				44			
19				45			
20				46			
21				47			
22				48			
23				49			
24				50			
25				51			
26				52			

AF FORM JUL 76 1339 PREVIOUS EDITION WILL BE USED

Figure 2–9. AF Form 1339.

After each individual is identified, he or she signs the AF Form 1339 that applies. You get only one signature from each person for a meal. If second servings are available, they are considered as part of the same meal. As a rule, one person is not authorized to sign the form for another. An individual assigned to the base enters a legible signature, grade, and the last four digits of the meal card number. An Air Force transient enters a legible signature, grade, and a short abbreviation of the parent organization (such as 482CSS). If they're not receiving the subsistence part of per diem, enlisted members of other services use their branch of service (NAVY) instead of meal card numbers. The meal card column is changed to read "Org" (for organization) if the form is used for transients. People on common service status sign the AF Form 1339 marked for their branch of service and enter short abbreviations of their unit organization (such as 41NFBN) instead of meal card numbers. The meal card column is changed to read "Org" if used for common service personnel. People on cross-service status sign the AF Form 1339 for their category, entering short abbreviations of their organization instead of meal card numbers. Change the meal card number column to read "Org." After completing the meal or the day for the applicable exceptions the cashier blocks out the unused portions, reviews the data, and certifies the forms by signature and grade. The dining hall supervisor makes sure that AF Forms 1339 are properly completed before signing them.

There are some exceptions to the prescribed use of AF Form 1339 (as applicable) for individual installations and dining halls. Controls are maintained using ALACS procedures. If the total number of SIK personnel fed averages less than 100 meals a day, you may use the same AF Form 1339 for the whole day. Separate the signatures by a dividing line between meals or by a margin notation. Because the form provides supporting headcount data for AF Form 1650, Daily Dining Facility Summary, you can't use for more than 1 full day of feeding. You'll still need a separate form to show and count the special categories of personnel fed. If you feed small numbers of transients, common-service, or cross-service personnel, amend AF Form 1339 to indicate as many four categories on one signature sheet for each meal. For example, you might label one column AF Transients; the other three might be Common-Service: Army, Navy, Marine Corps. Similar labeling is authorized for any other special category personnel fed in small numbers.

If you use the internal control procedures in AFR 146–7 to ensure proper meal count and credit, a designated individual is authorized to sign for and certify all diners if:

a. Group feeding within a specified time is necessary, such as at basic training centers, special schools, or military correction facilities.

b. Meals are required for consumption away from the dining hall and it is not practical to get individual signatures because of time, distance, or emergency conditions.

c. Otherwise authorized by HQ AFESC on an individually justified basis.

AF Form 1339 is optional in combat conditions or emergency conditions resulting from catastrophe or civil disorder. If it's not used, a local control system must be established for headcount. Loss of AF Forms 1339 is considered a loss of Air Force property. Loss by Air Force personnel requires a report of survey according to AFR 177–111. Loss by contractor personnel is governed by the contract provisions.

Exercises (024):

1. What does AF Form 1339 identify?

2. When is AF Form 1339 allowed to carry forward from one meal to another?

3. What information must transient personnel of other services provide on AF Form 1339?

4. What is required if an airman loses AF Form 1339?

025. State how to use AF Forms 79 and 1254.

AF Forms 79, Cash Collection Record. It is important that we identify cash-paying customers properly and collect and record the correct food charges. AF Form 79 serves as a record of accountability. AF Form 1254, Register of Cash Collection Sheets, ensures the proper issuance and receipt of the AF Form 79 and records the money collected on the form. All officers, civilians, dependents, and enlisted persons on leave or receiving basic allowance for subsistence must reimburse the Government for subsistence. Personnel not in uniform must present appropriate identification and/or orders. People who must reimburse the Government for meals sign and complete AF Form 79 (figs. 2-10 and 2-11) in ink. This form is the basic record for collecting and accounting for cash received from the sale of meals. The food service officer gets the prenumbered AF Forms 79 from the PDO, records them in chronological order on AF Form 1254, and then stores them in a safe or other suitable facility. Before the meal, the heading of AF Form 79 is filled in with the applicable meal, food charge, surcharge, and per diem surcharge. If branch or supper meals are authorized, the dining hall supervisor revises AF Form 79 to show those meals and applicable charges from AFR 146–18, *Charges for Meals Furnished by Appropriated Fund Food Service Activities*. In small feeding situations, the form is used for the whole day, drawing a heavy dividing line after the last signature to indicate the close of one meal and start of the other.

All entries on AF Form 79 are made in ink or other permanent means. The cashier requires persons paying to enter their legible signature, grade, price of meal, and surcharges that apply in the appropriate columns. At the end of the meal, day, or applicable duty tour, the cashier totals the columns, brings forward the balances, and determines

CASH COLLECTION RECORD	To be completed when the Government is to be reimbursed for meals in cash	SERIAL NO. B398021
1. ORGANIZATION OR DINING HALL		DATE

2. FOOD CHARGES			3. SURCHARGES (S/C)			4. PER DIEM SURCHARGE		
BREAKFAST	LUNCH	DINNER	BREAKFAST	LUNCH	DINNER	BREAKFAST	LUNCH	DINNER
	BRUNCH	SUPPER		BRUNCH	SUPPER		BRUNCH	SUPPER

COLUMN A						COLUMN B					
NAME		AMOUNT PAID				NAME		AMOUNT PAID			
	GRADE	B	L/B	D/S	S/C		GRADE	B	L/B	D/S	S/C
1.						*Balance brought forward from COLUMN A*					
2.						26.					
3.						27.					
4.						28.					
5.						29.					
6.						30.					
7.						31.					
8.						32.					
9.						33.					
10.						34.					
11.						35.					
12.						36.					
13.						37.					
14.						38.					
15.						39.					
16.						40.					
17.						41.					
18.						42.					
19.						43.					
20.						44.					
21.						45.					
22.						46.					
23.						47.					
24.						48					
25.						49.					
						50.					
COLUMN A TOTAL						COLUMN B TOTAL (A + B)					

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Figure 2-10. AF Form 79, Cash Collection Record (front).

FOOD CHARGES			SURCHARGES (S/C)			PER DIEM SURCHARGE		
BREAKFAST	LUNCH	DINNER	BREAKFAST	LUNCH	DINNER	BREAKFAST	LUNCH	DINNER
	BRUNCH	SUPPER		BRUNCH	SUPPER		BRUNCH	SUPPER

COLUMN C						COLUMN D					
NAME	GRADE	AMOUNT PAID				NAME	GRADE	AMOUNT PAID			
		B	L/B	D/S	S/C			B	L/B	D/S	S/C
51.						*Balance brought forward from COLUMN C*					
52.						76.					
53.						77.					
54.						78.					
55.						79.					
56.						80.					
57.						81.					
58.						82.					
59.						83.					
60.						84.					
61.						85.					
62.						86.					
63.						87.					
64.						88.					
65.						89.					
66.						90.					
67.						91.					
68.						92.					
69.						93.					
70.						94.					
71.						95.					
72.						96.					
73.						97.					
74.						98.					
75.						99.					
COLUMN C TOTAL						100.					

CASH OVER/SHORT $

EXPLANATION

SIGNATURE AND GRADE OF DINING HALL SUPERVISOR

COLUMNS C and D TOTAL					
COLUMNS A and B TOTAL					
TOTAL AMOUNT DUE ALL COLUMNS					
TOTAL COLLECTED					

SIGNATURE AND GRADE OF PERSON MAKING COLLECTION

Figure 2-11. AF Form 79, Cash Collection Record (back).

the total collections due, as specified on AF Form 79. The unsigned lines are blocked or lined out, and the collected forms and funds are returned to the dining hall supervisor. The supervisor verifies the totals, inquires into reasons for cash overage or shortage, and writes an explanation on the form. The cashier then signs name and grade, and the supervisor does likewise to certify the collection and relieve the cashier.

Before 1300 hours each workday, each dining hall supervisor returns AF Forms 79 and the total cash collected for the previous day to the proper control office with DD Form 1131, Cash Collection Voucher. The FSO verifies and reconciles AF Forms 79 and DD Form 1131 entries against the cash. The FSO determines whether cash overages or shortages reported are reasonable. The AF Form 1254 register is annotated to show the date that each AF Form 79 was returned, the amount collected, and signature. Missing serial numbers are verified. Loss of cash collection sheets or the loss of funds they represent is considered loss of Air Force property and requires report of survey action according to AFR 177-111. For the purpose of assessing value, each line must be at the basic lunch meal rate. Loss of cash collection sheets, funds, or any Air Force property by a contractor is handled according to the contract provisions.

Usually each person authorized to subsist and pay for meals completes AF Form 79. A designated person may sign and pay for other diners, if group feeding within a specified time is necessary, as at training centers and special schools; if meals are required for consumption away from the dining hall and it is not practical to get individual signatures and cash, under combat or emergency conditions; or if it's authorized by HQ AFESC/DEHF on an individually justified basis.

AF Form 1254. The register of cash collection sheets controls the receipt and issue of AF Forms 1339 and 79 from the food service officer to all using levels. A separate AF Form 1254 is kept for each type of form. The food service officer records AF Forms 79 and 1339 serial numbers in numerical order in the first applicable column of AF Form 1254. The forms are issued in chronological order. Normally, the AF Form 1254 is used by the officer who issues these forms to the dining hall, but in a 24-hour operation with several people handling these accountable forms, it is a good idea to sign out the forms to your assistants. This will save much time in writing hand receipts and will give you more control over the forms.

Figure 2-12 shows how you can use AF Form 1254 to issue and return DD Forms 79. It is very important that you keep these Forms up to date. You never know when the auditor will want to check your records, and you are always subject to an audit by some officer other than the food service officer. This disinterested officer is appointed by the base commander.

Exercises (025):

1. What's the purpose of AF Form 79?
2. Where do you get AF Forms 1339?
3. What AF publication governs the charges shown on AF Form 79?
4. What must the dining hall supervisor do before 1300 hours each workday?
5. Under what circumstances can a designated person sign AF Form 79?
6. How is AF Form 1254 used?
7. Who appoints a disinterested officer to check AF Forms 1254?

026. State how to prepare DD Form 1131 for transfer of funds and cash collection sheets to the food service staff office.

DD Form 1131, Cash Collection Voucher. As we just said, you must prepare and submit DD Form 1131 (fig. 2-13) with the cash collection sheets and money before 1300 hours each workday. Prepare the form in duplicate, using ink or another permanent medium to make all entries. The food service staff office also uses DD Form 1131 to transfer cash collections for base Food Services to the accounting and finance office. The staff office prepares DD Form 1131 in duplicate (more if required) as shown in figure 2-13.

Dining hall supervisor's cash turn-in. The AF Forms 79 that apply are attached. The *Period* shows the timespan the AF Forms 79 were actually used and monies collected by cashiers. The *Date Received* is the date you prepare the money and applicable AF Forms 79 for turn-in to the staff office. The *Name of Remitter/Description of Remittance* is your signature and title as the dining hall supervisor, dining hall designation, and the serial numbers of applicable AF Forms 79. The *Detailed Description* is a breakdown of the number of meals by unit prices, surcharges by unit prices, and cash over or short. The *Amount* is the monetary value of entries placed in the detailed description column and the total amount of cash turned in to the food service staff office. No entry is needed under *Accounting Classification*. The *Receiving Office* block has three parts. Under *Activity*,

SERIAL NO.	TO WHOM ISSUED (Signature)	DATE ISSUED	DATE RETURNED	AMOUNT CASH COLLECTED	CASH RECEIVED BY (Signature)	DD 1131 VOUCHER NO.
0016541	J. Jones	1 OCT 86	6 OCT 86	20.60	John Now	CS-101
42		"	"	19.70	John Now	"
43		"	"	26.05	John Now	"
44		"	6 OCT 86	17.00	John Now	CS-102
45		"		19.00	John Now	"
46		"				
47		"				
48	Jimmy E. Overstreet DH#1	1 OCT 86	6 OCT 86	26.20	OO Town	CS-102
49			7 OCT 86	11.30	OO Town	CS 102
50			8 OCT 86	12.90	OO Town	CS 102
51			"	11.10	OO Town	CS 102
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						
65						
66						
67						
68						
69						
70						
71						
72						
73						
74						
75						
76						
77						
0016578	Calvin Ford D.H.#1	6 OCT 86	6 OCT 86	20.05	John Now	CS-103

☆ U. S. Government Printing Office: 1980—310-971/4062

Figure 2-12. Sample, AF Form 1254, Register of Cash Collection Sheet (back).

CASH COLLECTION VOUCHER	DISBURSING OFFICE COLLECTION VOUCHER NUMBER CS-733] RECEIVING OFFICE COLLECTION VOUCHER NUMBER

RECEIVING OFFICE	ACTIVITY (Name and location) FOOD SERVICE BRANCH, BASE SERVICES DIVISION, LOWRY AFB, COLORADO 80230	
	RECEIVED AND FORWARDED BY (Printed name, title and signature) K. QUESINBERRY ADMINISTRATIVE ASSISTANT FOOD SERVICE BRANCH	DATE 12 DEC 8*
DISBURSING OFFICE	ACTIVITY (Name and location) ACCOUNTING AND FINANCE OFFICE, LOWRY AFB, COLORADO 80230	
	DISBURSING OFFICER (Printed name, title and signature) E. J. JONES, LT COL, USAF	DISBURSING STATION SYMBOL NUMBER 4431
		DATE RECEIVED SUBJECT TO COLLECTION

PERIOD: From MIDNIGHT MEAL 10 DEC 8* To DINNER MEAL 10 DEC 8*

DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
12 DEC 198*	VICTOR D. HELLICKSON ADM. ASST.	BASIC COST OF DINING HALL AND FLIGHT MEALS COLLECTED FROM OFFICERS AIRMEN, AND CIVILIANS REQUIRED TO REIMBURSE THE GOVERNMENT. 12 DEC 198* MEALS $ 474.70 COFFEE $ 2.70	$ 477.40	(Obtain proper classification from Accounting and Finance Office) 57*3500 32* C93 P562 S503725
		SURCHARGE 50%	5.32	57*3400 30* 6320 C93 304670 07 392 S503000
	NOTE: For contract operated dining halls, 100% of the surcharge is deposited to 57*3400	SURCHARGE 50%	5.33	57*3500 32* C93 P530 S503725
		TOTAL	$ 488.05	

DD FORM APR 67 1131

Form approved by Comptroller General, U.S. 24 January 1956

Figure 2-13. Sample, DD Form 1131.

enter the base food service branch designation and location (base and state of this section). After the food service officer or a designated representative verifies your turn-in, he or she signs within the *Received and Forwarded By* block, files one copy, and returns the original to you. No entry is needed in the *Disbursing Office* block.

Cash Turn-in to Accounting and Finance Office. This is the responsibility of the food service officer, QAE, contractor, or unit subsistence fund custodian. The receiving office (Food Service) enters under *Activity*, the name and location of the organization making the turn-in. Under *Disbursing Officer*, they enter the name and grade of the accounting and finance officer. They also enter the date forwarded. The disbursing office enters under *Activity* the name and location of accounting and finance office. Under *Disbursing Officer*, they enter the name and grade of the accounting and finance officer.

The date received subject to collection will be filled in later by the accounting and finance office. Under *Period*, enter the dates from the first through the last day of cash collection. Enter the date the cash collection sheets (AF Form 79) were received. For name of remitter and description of remittance, you would normally enter only the name and title of the officer making the turn-ins.

Under *Detailed Description* of purpose for which collections were received and amount, enter the statement shown in figure 1-13, the dollar value of all meals sold, and the dollar value of coffee sales from the flight kitchen. Those amounts are to be deposited to 57* 3500 P562 (subsistence funds). Enter the total of both dollar values in the *Amount* column, then enter "Surcharge 50 percent" and dollar value in the *Amount* column for deposit to 57* 3400 (operations and maintenance fund). Your next entry is "Surcharge 50 percent" and the dollar value for deposit to 57* 3500 (military personnel fund). You then total all amounts at the bottom of DD Form 1131.

Under *Accounting Classification*, make the entries shown on figure 2-13. Note the exception for contractor-operated dining halls. When a dining hall is contractor-operated, the entire surcharge collection (100 percent) is deposited to 57* 3400, Operations and Maintenance.

The disbursing office collection voucher number is entered on the voucher by the accounting and finance office when the turn-in is completed and verified. The return copy of DD Form 1131 is used by Food Service as a cover sheet for the AF Form 79 making up the voucher. The voucher number assigned is entered in the last column of the food service officer's AF Form 1254 opposite each AF Form 79 which makes up the cash collection voucher.

The FSO must verify, throughout each month, the cash collected on AF Forms 79, 463, and ALACS register tapes, as applicable, with the accounting and finance office on each DD Form 1131. First the number of collection sheets used to make up the voucher is verified, then the amounts collected are totaled and checked to make sure that the correct amount was turned in on DD Form 1131. The FSO must also verify that the accounting and finance office has stamped DD Form 1131 with the time, date and amount deposited. Verification is indicated by initialling the total block of DD Form 1131.

Exercises (026):

1. Who is responsible for ensuring that cash turn-ins are made to the accounting and finance office?

2. Who enters the disbursing office collection voucher number?

3. What is accounting classification 57* 3500P562?

4. If a dining hall is contractor-operated, in which fund are surcharges deposited?

5. The copy of DD Form 1131 returned from the accounting and finance office serves what purpose within Food Service?:

6. What does DD Form 1311 give you as the food service supervisor?

7. When must you submit DD Form 1131 to the food service office?

8. In how many copies is DD Form 1131 prepared?

9. What Air Force publication explains meal payment procedure?

027. State how to compute AF Form 200.

Basic Daily Food Allowance (BDFA). The BDFA is the monetary value of food authorized to feed one enlisted person one day. It is computed by using the Food Cost Index, a list of foods shown on AF Form 200, Basic Daily food Allowance Computation (figs. 2-14 and 2-15). The list represents items used by all three branches of the service. All the items must be costed out, even if you do not use them. The prices are taken from C8900 PL and the local purchase price lists.

To compute the DBFA, you must start with column F of AF Form 200. In this column, you will annotate the pound price etc., of each item (from C8900 PL). The item is listed

Blank Page

BASIC DAILY FOOD ALLOWANCE COMPUTATION	INSTALLATION: UNKNOWN AFB, USA						MONTH/PERIOD AND YEAR: 1-30 NOV 86
FOOD COST INDEX COMPONENTS	NSN CONUS A	NSN OVERSEAS B	STANDARD CONTAINER C	SUBSTITUTE CONTAINER D	QUANTITY PER 100 E	PRICE PER LB, DOZ, GAL F	VALUE OF COMPONENT G
8905 - *(PERISHABLE)*	8905	8905					
BACON, SLICED	00-403-5892	00-403-5892	LB		5.659 LB	1.68	9.5071
BEEF, OVEN ROAST, BONELESS	00-133-5886	00-133-5886	LB		5.619 LB	1.89	12.5579
BEEF, PATTIE MIX, *(BULK)*, W/SOY	01-050-3190	01-050-3190	LB		9.492 LB	.88	8.3530
BEEF, PATTIES, W/SOY	01-050-3192	01-050-3192	LB		9.055 LB	.93	8.4249
BEEF, POT ROAST	00-133-5887	00-133-5887	LB		8.302 LB	1.59	13.2002
CHICKEN, CUT-UP, RTC	00-965-2128	00-965-2128	LB		12.831 LB	.83	10.6497
CHICKEN, CUT-UP, RTC, *(GERMANY)*		00-135-7188	LB		12.831 LB	N/A	N/A
CHICKEN, QUARTERED, *(UNITED KINGDOM)*		00-582-1340	LB		12.831 LB	N/A	N/A
CHICKEN, CUT-UP, RTC, *(JAPAN)*		01-025-6035	LB		12.831 LB	N/A	N/A
FISH, FILLETS, PERCH[3]	00-164-0488	00-164-0488	LB		2.571 LB	2.07	5.3220
FISH, PORTIONS, PERCH	00-935-4765	00-935-4765	LB		2.810 LB	.91	2.5644
FRANKFURTERS	00-782-3190	00-782-3190	LB		4.120 LB	.95	3.9216
HAM, CANNED, PULLMAN	01-035-8809	01-035-8809	LB		9.438 LB	1.93	18.4410
PORK CHOPS, BONELESS	00-753-6868	00-753-6868	LB		4.692 LB	2.43	11.4016
PORK LOIN, BONELESS	00-753-6868	00-753-6868	LB		6.487 LB	2.05	13.2924
TURKEY, BONELESS, RAW	00-262-7274	00-262-7274	LB		4.294 LB	1.61	6.8489
TURKEY, BONELESS, RAW *(GERMANY)*		00-134-2018	LB		4.294 LB	N/A	N/A
TURKEY, BONELESS, RAW *(UNITED KINGDOM)*		00-465-1594	LB		4.294 LB	N/A	N/A
TURKEY, BONELESS, RAW *(JAPAN)*		01-029-6033	LB		4.294 LB	N/A	N/A
8910 - *(PERISHABLE)*	8910	8910					
BUTTER DONATED[3,4]	00-000-0000	00-000-0000	LB		10.000 LB	.740	7.4000
CHEESE, PROCESSED, AMERICAN	00-656-6893	00-656-6893	LB		2.129 LB	1.54	4.P/25
EGGS, SHELL, FRESH[1,2,3]	00-043-3198	00-926-6048	DZ		10.000 DZ	.50	5.0000
MILK, HOMOGENIZED[1,2]	00-884-6438	00-884-6438	GL		25.000 GL	2.11	52.7500
8915 - *(PERISHABLE)*	8915	8915					
APPLES, FRESH[3]	00-126-8812	00-126-8812	LB		10.624 LB	.38	4.0371
BANANAS FRESH[3]	00-126-8748	00-126-8748	LB		17.319 LB	.24	4.1566
ORANGES, FRESH[3]	00-126-8804	00-126-8804	LB		8.870 LB	.58	5.1446
JUICE, ORANGE, FZ	00-437-7843	00-437-7843	LB		8.408 LB	.89	7.4831
CABBAGE, FRESH[3]	00-816-8194	00-816-8194	LB		11.131 LB	.11	1.2244
CARROTS, FRESH[3]	00-127-8019	00-127-8019	LB		4.420 LB	.23	1.0168
CELERY, FRESH[3]	00-292-3763	00-292-3763	LB		8.040 LB	.19	1.5276
LETTUCE, FRESH[3]	00-117-3350	00-117-3350	LB		20.336 LB	.36	7.3206
ONIONS, DRY[3]	00-816-0200	00-816-0200	LB		11.762 LB		1.7643
POTATOES, WHITE, FRESH[3]	00-226-6348	00-226-6348	LB		33.906 LB		4.3948
TOMATOES, FRESH[3]	00-882-4059	00-882-4059	LB		10.647 LB		6.8141
POTATOES, FRENCH FRIED, FZ	00-782-3906	00-782-3906	LB		30.992 LB		9.7766
BROCCOLI, FZ	00-129-6828	00-129-6828	LB		28.342 LB		13.8876
8920 - *(PERISHABLE)*	8920	8920					
BREAD, WHITE[1,2]	00-753-5776	00-753-5776	LB		37.500 LB		

AF FORM AUG 83 200 PREVIOUS EDITIONS ARE OBSOLETE.

Figure 2–14. Sample, AF Form 200, Basic Daily Food Allowance Computation (front).

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FOOD COST INDEX COMPONENTS	NSN CONUS A	NSN OVERSEAS B	STANDARD CONTAINER C	SUBSTITUTE CONTAINER D	QUANTITY PER 100 E	PRICE PER LB, DOZ, GAL F	VALUE OF COMPONENT G
8945 - *(PERISHABLE)*	8945	8945					
SHORTENING COMPOUND, *(CONUS)*	00-616-0091		30 LB CUBE		6.030 LB	.44	2.6532
8915 - *(NON-PERISHABLE)*	8915	8915					
FRUIT COCKTAIL, CANNED	00-286-9482	00-286-9482	NO. 10 CN		2.088 LB	.338	.7761
JUICE, APPLE, CANNED	00-594-1647	00-594-1647	NO. 3 CYL CN		5.307 LB	.238	1.2631
JUICE, PINEAPPLE, CANNED	00-634-2439	00-634-2439	NO. 3 CYL CN		4.966 LB	.224	1.1377
PEACHES, SLICED, CANNED	00-577-4203	00-577-4203	NO. 10 CN		3.128 LB	.367	1.1480
PEARS, HALVES, CANNED	00-616-0223	00-616-0223	NO. 10 CN		1.819 LB	.291	.5293
PINEAPPLE, SLICED, CANNED	00-170-5146	00-170-5146	NO. 10 CN		3.919 LB	.397	1.1588
BEANS, WHITE, W/PORK, CANNED	00-184-5601	00-184-5601	NO. 10 CN		12.799 LB	.228	2.9182
CORN, WHOLE GRAIN, CANNED	00-287-3947	00-287-3947	NO. 10 CN		13.077 LB	.308	4.0277
BEANS, GREEN, CANNED	00-616-4820	00-616-4820	NO. 10 CN		13.389 LB	.261	3.4945
TOMATOES, CANNED	00-582-4060	00-582-4060	NO. 10 CN		19.825 LB	.309	6.1259
8920 - *(NONPERISHABLE)*	8920	8920					
CAKE MIX, YELLOW	00-823-7229	00-823-7229	NO. 10 CN		24.000 LB	.570	13.6800
CEREAL, PREPARED, ASSORTED, *(INDIVIDUAL PACKAGES)*[1]	00-132-7782	00-132-7782	IND. CT		3.000 LB	1.6464	4.9392
FLOUR, WHEAT, GENERAL PURPOSE	00-140-7748	00-140-7748	10 LB BG		13.500 LB	.140	2.5650
RICE, PARBOILED	00-530-2185	00-530-2185	10 LB BG		4.000 LB	.28	1.1200
MACARONI	00-067-6146	00-067-6146	10 LB BX		3.000 LB	.30	.9000
8925 - *(NONPERISHABLE)*	8925	8925					
SUGAR, GRANULATED[3]	01-059-4084	01-059-4084	10 LB BG		31.250 LB	.335	10.4688
8930 - *(NONPERISHABLE)*	8930	8930					
JAM, STRAWBERRY	00-197-1917	00-197-1917	LB		1.875 LB	.650	1.2188
JELLY, GRAPE	00-127-3079	00-127-3079	LB		1.875 LB	.390	.7313
8945 - *(NONPERISHABLE)*	8945	8945					
SHORTENING COMPOUND *(OVERSEAS)*		00-080-9396	5 GL CN		6.030 LB	N/A	N/A
SALAD OIL	00-616-0081	00-616-0081	1 GL CN		1.245 LB	.709	.8827
8950 - *(NONPERISHABLE)*	8950	8950					
CATSUP	00-127-9789	00-127-9789	NO. 10 CN		9.440 LB	.347	3.2757
SALAD DRESSING *(CONUS)*	00-127-8919		1 GL JR		3.545 LB	.499	1.7690
SALAD DRESSING *(OVERSEAS)*		00-205-0936	NO. 2-1/2 CN		3.545 LB	N/A	N/A
8955 - *(NONPERISHABLE)*	8955	8955					
COFFEE BAG	00-286-5369	00-286-5369	5 LB CN		12.500 LB	2.29	28.6350
1. SUBTOTAL							372.3594
2. Condiments and Accessory Foods: *(Add 2% of Subtotal of Column G)*							7.4472
3. Value of the Basic Daily Food Allowance for 100 Persons:							379.8066
4. Value of the Basic Daily Food Allowance for One Person: *(Divide line 3 by 100)*							3.7981
5. Plus Value of Authorized Supplemental Food Allowance for One Person:							
6. Total Value of the Basic Daily Food Allowance Plus Value of Authorized Supplemental Food Allowance for One Person: *(Add Lines 4 and 5)*							

COMPUTED BY: Phillip Ray, SSgt, USAF

VERIFIED BY *(Food Service Officer)*: James Deem, LT, USAF

[1] *Local purchase items for facilities in CONUS.* [2] *Local purchase items where applicable overseas.* [3] *Local purchase agreement (Greenland only).*
[4] *For computation of basic daily food allowance only (Reference to DPSC Price List).*

AF FORM 200, AUG 83, *(Reverse)*

★ U.S. Government Printing Office: 1983—420-079/1745

Figure 2–15. Sample, AF Form 200, Basic Daily Food Allowance Computation (back).

next to the item's title. Column D should show the container size to be issued if it is different from the standard issue shown in column C or at least 50 percent of the monthly issues, whichever is greater. (But don't give prices of individual service sizes for such items as jam, jelly, and catsup Only individual components identified as standard in column C are used in costing.)

Add all the extended prices in column G and annotate the computations in line 1, subtotal column, and column 2, Condiments and Accessory Foods. This 2 percent will cover items such as deep-fat fryer grease, table salt, pepper, catsup, mustard, and any other extra items used as accessory items. Line 3 is the total line of 1 and 2, representing the BDFA for 100 people. Line 4 is the BDFA for one person, which you find by dividing line 3 by 100. If you're authorized a supplemental or special food allowance, add it here. Examples of special food allowances are missile sites, crash kitchens, or other activities feeding less than 100 weighted rations per day and facilities supporting less than 150 people and holding meals. The total authorized BDFA for the month is the total of columns 4 and 5. The person who computed the AF Form 200 should sign the "computed by" block of AF Form 200. The food service officer should verify the AF Form 200 by signing the "verified by" column.

AF Form 200 must be computed before the first day of each month to reflect the changes in C8900PL and the local purchase prices. The BDFA is figured by computer in A la Carte, which we'll discuss later in this volume. The BDFA is used to compute weighted rations and daily gain or loss (which we'll also discuss later).

Exercises (027):

1. How would you get the value of components for column G on AF Form 200?

2. When would you put an entry in column D, Substitute Container?

3. How would you compute line 1, subtotal?

4. How would you get the information for line 4, Value of Basic Daily Food Allowances for One Person?

5. When should you compute AF Form 200, and why is it done then?

6. What is the purpose of AF Form 200?

7. What is the purpose of the BDFA?

028. Cite the use and purpose of AF Form 1650.

AF Form 1650, Daily Dining Facility Summary (fig. 2-16). This form is used in all facilities except A la Carte, which uses AF Form 1650a, ALACS Daily Dining Facility Summary. You use AF Form 1650 to summarize the total meals served, to compute the daily earned income, and to record data needed for AF Forms 1119 and 249. Each dining facility (including contracted) must maintain one AF Form 1650 for each day. Refer to figure 2-16 as we discuss this form. On *line 1, Cash,* record the number of cash meals in the appropriate meal columns, A through F. You take the number of cash meals off the AF Form 79. On *line 2, Contractor,* record the number of contractors that eat for the appropriate meal (from the AF Form 79 for contractors). On *line 3, Crash Kitchen,* record the number of crash (fire) kitchen cash meals (form AF Form 79). In column G enter the weighted rations, which you find by multiplying the head count for the meal by the percentage for that meal. For example, let's say 10 people ate breakfast. The computation would be $10 \times .2 = 2$ weighted rations for that meal, $.2 = 20$ percent. The weighted ration in column G is the total weighted rations of column A through F. You must compute the weighted rations for each meal and add them together, then enter the total in column G. If you have a decimal number, round the weighted rations to the nearest whole number. Also, you should enter the earned income for crash kitchens in column G, in parentheses next to the weighted rations. Earned income = weighted rations × BDFA.

Lines 4 and *5* designate other cash customers, such as carryout, ground feeding, etc. For *line 6, Total Cash,* add lines 1 through 5 for each meal that designates the total cash customers. Just as in line 3, you compute the weighted rations for each meal, add them together, then enter the total in column G. *Line 7, SIK Perm Party,* is the number of SIK (meal card) people eating at Government expense who are permanent party. *Line 8, Common Service,* comes from the appropriate AF Form 1339, Dining Hall Signature Record. *Lines 9a through f, Cross Service,* come from the cross-service AF Forms 1339.

Line 10, SIK Crash Kitchen, records the number of meal card personnel eating at the crash kitchen. The number comes from the crash kitchen AF Forms 1339 for each meal. In column G, again list the computed weighted rations (read the information in line 3 for computation formulas), and place in parentheses the earned income. For *line 11, Total SIK Meals,* add the totals of lines 7 through 10 for each meal. Then figure out the weighted rations for each meal as in line 3, add the weighted rations, and record this total in column G of line 11. For *line 12, Total All Meals,* add lines 6 and 11 for columns A through F. Again, compute the weighted rations as stated in line 3 for each column. Total the entire weighted rations for line 12, columns A through F, and record the total in column G of this line.

DAILY DINING FACILITY SUMMARY

DINING HALL			DAY		DATE	
CHAPARRAL BLDG # 339			SUNDAY		21 JUN 82	

MEALS SERVED	NIGHT 30% A	BREAKFAST 30% B	LUNCH 40% C	DINNER 60% D	BRUNCH 45% E	SUPPER 55% F	WTD RATIONS G
1. CASH	11				85	21	
2. CONTRACTOR	1				4	4	
3. SATELLITE FACILITY			2	9			4 (13.55)
4. OTHER CARRY OUT				* 9			
5. OTHER ALERT PAD			4				
6. TOTAL CASH MEALS	12		6	18	89	25	66
7. SIK PERM PARTY	49			* 251	434	399	
8. COMMON SERVICE							
a. AF TRANSIENT	2			* 10	13	13	
b. ARMY				* 4	5	3	
c. NAVY							
d. MARINES							
9. CROSS SERVICE							
a. AF RESERVE							
b. ANG							
c. OTHER AF ACADEMY CADETS					1	10	
d. OTHER ROTC CADET						2	
e. OTHER							
f. OTHER							
10. SIK SATELLITE FACILITY			10	9			8 (27.10)
11. TOTAL SIK MEALS	51		10	274	453	427	563
12. TOTAL ALL MEALS	63		16	292	542	452	628

EARNED INCOME

13. NUMBER OF WEIGHTED RATIONS *(Col. G, Line 12)*			628
14. BDFA *(if applicable, include supplemental allowance, except for satellite facilities)*			$ 33.80
15. EARNED INCOME *(Line 13 x Line 14)*			$ 2127.66
16. SUPPLEMENTAL ALLOWANCE FOR SATELLITE FACILITY	SAS. $ 2.03	SIK: $ 4.07	$ 6.10
17. TOTAL EARNED INCOME *(Lines 15 + 16)*			$ 2133.76

REMARKS *(Use Reverse for Additional Space)*

* CARRY OUT MEALS

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Figure 2–16. Sample, AF Form 1650.

Line 13, Number of Weighted Rations, comes from column G of line 12. This is the total number of people for whom you get the full BDFA credit for eating in your facility that day. In *line 14, BDFA,* write the BDFA for that month as figured on AF Form 200. *Line 15, Earned Income,* reflects the amount of BDFA money you brought in for the day the AF Form 1650 was prepared. Multiply the weighted rations in line 13 by the BDFA in line 14.

Line 16, Supplemental Allowance for Crash Kitchens, is used only for dining halls feeding crash kitchens that don't keep their own AF Form 1119. To compute the supplemental allowance, multiply the earned income (in parentheses in column G, lines 3 and 10) by 15 percent, then record the answer in the BAS box of line 16. You would do the same for the SIK box of line 16, using the earned income in parentheses from column G of line 10. You then add the BAS box of line 16 to the SIK box of line 16 and put the total in column G of line 16. *Line 17, Total Earned Income,* shows your total earned income for the day. You find it by adding the information from column G of lines 15 and 16. In the *Remarks* section, record information such as excess cost, number of holiday meals served, or any other information necessary to complete AF Forms 1119 and 249.

The entries on the Daily Facility Summary are used to compute the weighted rations for each meal (headcount × meal percentage), weighted rations for the day (weighted rations for columns A through F added together), and total earned income or monetary credit the dining hall earned for that day (total weighted rations × BDFA + crash kitchen allowance if applicable). The AF Form 1650 gives you dining hall an accurate way of computing the daily earned income to be sure you get proper credit for the meals you served.

Exercises (028):

1. What information goes in lines 1 through 6, column 3, A through F of AF Form 1650?

2. Where would you get the information for lines 1 through 6?

3. How do you compute the weighted rations for a dinner meal?

4. Where you would get the information for lines 7 through 11, columns A through F?

5. How would you compute the earned income of a dining facility?

6. The information on AF Form 1650 is used to make entries on what other form?

7. Who keeps AF Form 1650 when it is completed and in how may copies?

8. How do you use AF Form 1658 and why do you need it?

029. State why and how to use the ALACS daily dining facility summary.

AF Form 1650a, ALACS Daily Dining Facility Summary (fig. 2-17). This form applies to ALACS facilities only. It must be maintained for each dining facility, including contractor-operated facilities. Satellite facilities furnish the AF Form 1650a with supporting AF Forms 79, 1339, and DD Form 1131, to the parent dining facility. As the food service supervisor, you use the form (one copy only) to:

(1) Recap the number of meals served to each category of personnel authorized to subsist.

(2) Compute the daily earned income.

(3) Record miscellaneous data needed to complete other accounting records (AF Forms 1119 and 244).

(4) Record (optional) any cumulative summaries of the daily data.

The AF Form 1650a and 1650 are basically the same form. Since we've discussed the AF Form 1650 line by line we'll only discuss areas that differ.

Line 10, SIK satellite facility. Enter number of meals served at the fire station kitchen and any other satellite facility to enlisted personnel authorized to subsist at Government expense in the proper meal column. Get this information from AF Form 1339. In column G, enter number of weighted rations converted from meals served. Compute earned income (weighted ration × dining hall BDFA) and enter in parentheses (fig. 2-12,A, B). For line 13, enter weighted rations from line 11, column G. For line 16, enter cash collected in the proper blocks. Include surcharge collection and collection from the fire station and other satellite facilities. Enter the total in the last block. For line 17, enter the supplemental allowance if your dining hall provides meals to a satellite facility that doesn't keep a separate AF Form 1119. Multiply monetary value in parentheses on line 3 (less surcharge, if any) and 10,

ALACS DAILY DINING FACILITY SUMMARY

DINING HALL	DAY	DATE
FALCON INN	WEDNESDAY	11 AUG 8★

MEALS SERVED	NIGHT 25% A	BREAKFAST 20% B	LUNCH 40% C	DINNER 40% D	BRUNCH 45% E	SUPPER 55% F	WTD RATIONS G
1. CASH	28	39	130	54			
2. CONTRACTOR	1	6	18	12			
3. SATELLITE FACILITY			13 (11.00)	7(6.00)			9(8.70)
4. OTHER							
5. OTHER							
6. TOTAL CASH MEALS	30	45	161	78			110
7. SIK PERM PARTY	74	160	373	343			
8. COMMON SERVICE							
a. AF TRANSIENT	3	3	7	7			
b. ARMY	1		4	2			
c. NAVY							
d. MARINES							
9. CROSS SERVICE							
a. AF RESERVE		60	95	70			
b. ANG		12	32	15			
c. OTHER							
d. OTHER							
e. OTHER							
f. OTHER							
10. SATELLITE FACILITY			6				4(2.80)
11. TOTAL SIK MEALS	78	235	517	441			446
12. TOTAL ALL MEALS	107	280	678	519			556

EARNED INCOME

13. NUMBER OF SIK WEIGHTED RATIONS (Col. G, Line 11)					446
14. BDPA (If applicable, include supplemental allowance except for satellite facilities)					$ 3.20
15. SIK EARNED INCOME (Line 13 x Line 14)					$ 1427.20
16. TOTAL CASH TAKEN IN (Include surcharges)	A 30.60	B or BR 29.45	C 190.65	D or S 73.70	$ 324.40
17. SUPPLEMENTAL ALLOWANCE SATELLITE FACILITIES	BAS. $ 2.25		SIK. $ 192		$ 6.47
18. SURCHARGE	A	B or BR	C	D or S	$ 12.00
19. TOTAL EARNED INCOME (Lines 15 + 16 + 17 − 18)					$ 1446.07

REMARKS

AF FORM JAN 85 1650a PREVIOUS EDITION WILL BE USED

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Figure 2-17. Sample, AF Form 1650a.

column GX15 percent. Show BAS and SIK supplemental allowance separately. For line 18, enter surcharge collections, total them and enter the total in Column B. For line 19, add lines 15 through 17 and subtract line 18.

Exercises (029):

1. How do you get the numeric figure on total cash meals sold?

2. What reference would you use to find the BDFA?

3. How do you compute the earned income for subsistence-in-kind?

4. What can you use lines 4 and 5 for on AF Form 1650a?

5. How do you get the total earned income?

6. List four uses of AF Form 1650a.

030. State how and why to prepare AF Form 1119.

AF Form 1119, Monthly Monetary Record (fig. 2-18). As food service supervisor, you make the entries on AF Form 1119 that provide a daily standing of earned income versus subsistence expenditures. Close out the form as of the last day of each accounting period (normally the calendar month), making enough copies for the dining facility (one copy), and other copies as required. Each independently operated dining facility maintains its own AF Form 1119.

A facility operating as a satellite or branch of a parent dining hall, is not an independently operated dining facility. It maintains an AF Fonn 1650 and provides inventory data for the parent facility's AF Form 1119. The satellite facility may keep an AF Form 1119 as a worksheet for its own subsistence and monetary management, but the necessary data is included in the parent dining hall's AF Forms 1650 and 1119. If an installation operates more than one dining facility of the same status (for example "A" ration) the FSO may require a consolidated AF Form 1119 worksheet to help in completing AF Form 249.

The Air Force gives a dining facility a gain or loss spread of plus or minus 2 percent of the monthly earned income. This means a dining facility can either make or lose 2 percent of the total amount of earned income in column H of the AF Form 1119 for that month. The AF Form 1119 gives you a day-to-day account of whether or not your facility is staying within the 2 percent tolerance. It gives you a way to catch trends and adjust the menus before the gain or loss gets out of hand. The AF Form 1119 is also used by contract dining halls for the same purpose.

Let's examine AF Form 1119. Please refer to figure 2-18 as you read this section. The heading information, items 1 through 5, is self-explantory. The date column shows the day of the month each line covers. *Column A* identifies SIK (mealcard) weighted rations for each day, which comes from line 11 of AF Form 1650. *Column B* identifies SIK earned income for each day. Multiply the entry in column A by the BDFA in block 4 or the BDFRA with supplemental allowance. *Column C* shows the BAS (cash) weighted rations for each day, from line 6 column G, AF Form 1650. *Column D* is the BAS earned income for each day, computed by multiplying column C by the BDFA or the BDFA with supplemental allowance.

Column E is the total SIK crash meal weighted rations for each day, computed by adding the column G entries in line 3 and 10 of AF Form 1050. *Column F* is the supplement income (if applicable) from column G line 16 of AF Form 1650. *Column G* is the total number of weighted rations served for each day (from column G line 13 of AF Form 1650). *Column H* is the total earned income for each day, taken from line 17 column G of AF Form 1650 or found by adding column B, D, and F of AF Form 1119. *Column I* is the total value of all purchases of food for that day, taken from the AF Form 287, Subsistence Request; vendors slips; or MCAMS purchase documents.

Column J shows the total of transfers in or out of the dining hall, taken from the AF Form 129. Transfers into the storeroom must be plus; transfers out of the storeroom must be minus and shown in parentheses. *Column K* shows the gross issues (all issues) to the kitchen, taken from the AF Form 148. This basically represents the gross, or total, cost of feeding for that day. *Column L* shows all excess cost such as forced issue and NIS Condemned food items are issued to the kitchen on AF Form 148, with the AF Form 129 attached, and taken off the inventory in this column. All excess cost is taken from AF Forms 129, 148, and 287. *Column M* is column K minus column L. To compute daily gain or loss for *column N*, you subtract column M from column H, total earned income. If you have a minus (losing money) write it in parentheses in this column. This column shows you the need to keep menu adjustments within authorized restrictions. *Column O* shows the total gain or loss for the entire month, computed by adding column N, plus the entry in column O, from the previous day. Because AF Form 1119 is a monthly record, the entry in column O for the first day will be the same as the daily gain or loss in column N. At the end of the month, you should total all the columns, except N, and write the total in the total line for each column.

The entry in *item 6, Opening Inventory,* is the closing physical inventory of the previous month, taken from the previous month's AF Form 1119, item 7. *IItem 7, Closing Inventory,* comes from DD Form 160, Inventory of Class Quartermaster Supplies. This is the total dollar value of the

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MONTHLY MONETARY RECORD	1. BASE OR DINING HALL: WESTERN INN	2. PERIOD & DATE OF REPORT: 1-30 APRIL 86	3. TYPE OF RECORD: ☐ UNIT ☒ CONSOLIDATED	4. VALUE OF SDFA: 3.2544	5. SIGNATURE OF DINING HALL SUPERVISOR: D.W. Williams, Tsgt, USAF

DATE	SIK W/R A	SIK EARNED INCOME B	BAS CASH W/R C	BAS CASH EARNED INCOME D	SATELLITE FCLTY W/R E	TOTAL SUPPLEMENTAL INCOME F	TOTAL W/R (A + C) G	TOTAL EARNED INCOME (B + D + F) H	PURCHASES (AF Form 287) I	TRANSFERS IN (+) OUT (-) (AF Form 129) J	GROSS ISSUES TO KITCHEN (AF Form 148) K	EXCESS COSTS (AF Forms 129 and 148) L	NET ISSUES TO KITCHEN (K - L) M	DAILY GAIN (Loss) (H - M) N	CUMULATIVE GAIN (Loss) O
1	200	650.88	50	162.72	10	32.54	260	846.14	710.14	Ø	1010.11		1010.11	(163.97)	(163.97)
2	145	471.89	60	195.26	8	26.04	213	693.19	680.00	Ø	705.10		705.10	(11.91)	(175.88)
3	230	748.51	58	188.76	8	26.04	296	963.31	750.25	Ø	650.55		650.55	312.37	136.49
4	215	699.70	45	146.45	10	32.54	270	878.69	Ø	(32.68)	782.68		782.68	96.00	232.49
5	138	449.11	38	123.67	15	48.82	191	621.60	350.48	Ø	805.00		805.00	(183.40)	49.09
6	205	661.15	40	130.18	4	13.02	249	810.35	800.95	Ø	795.80	4.55	791.25	19.10	68.19
7	185	602.06	25	81.36	18	58.58	228	742.00	585.80	13.10	710.50		710.50	31.50	99.69
8	110	357.98	48	156.21	12	39.05	170	553.24	Ø	Ø	895.04		895.04	(341.80)	(242.11)
9	245	797.33	55	178.99	11	35.80	311	1012.12	890.45	Ø	890.50		890.50	121.62	(120.49)
10	245	797.33	60	195.26	20	65.09	325	1057.68	700.01	Ø	910.10		910.10	147.58	27.09
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
TOTAL	1918	6,241.94	479	1,558.86	116	377.52	2513	8,178.32	4,882.28	(17.58)	8,155.38	4.55	8,150.83		

6. OPENING INVENTORY	7. CLOSING INVENTORY	8. BOOK INVENTORY	9. AUTH INV ADJ	10. ADJUSTED GAIN (Loss)	11. CARRY OVER LAST MONTH	12. CUMULATIVE GAIN (Loss)	13. AUTH TOLERANCE 3%
6,500.45	3,305.40	3,209.77	(95.63)	(68.54)	(2.40)	(70.94)	

REMARKS

FORCED SUBSTITUTION –
FORCED ISSUE –
MED CONDEMNED – $4.55 (AF Form 129)
S.P. BEVERAGES –
TEST ITEM –

EXERCISE –
MED TESTING –
MRE –

TRANS – $32.68 was transferred to D.H #1055 T-bone steak

14. NAME AND SIGNATURE OF FOOD SERVICE OFFICER: E.O. Ward, Capt, USAF

15. DATE FORM COMPLETED: 1 MAY 86

AF FORM DEC 84 1119 PREVIOUS EDITION IS OBSOLETE.

U.S. Government Printing Office: 1985—[illegible]

Figure 2–18. Sample, AF Form 1119.

physical inventory. This will be the opening inventory for the next month. the total in this column can't exceed 25 percent of the total earned income in column H. You find *Item 8, Book Inventory,* by adding the opening inventory to the purchases in column I, adding or subtracting the transfer in column J, and then subtracting the gross issue to the kitchen. *Item 9, Authorized Inventory Adjustment,* is the difference between Items 7 and 8. If this is more than 1 percent of the book value in Item 9, an AF Form 85, Inventory Adjustment Voucher, must be done.

Item 10, Adjusted Gain (Loss), is the difference between column O cumulative gain (Loss) and item 9. *Item 11, Carry Over Last Month,* is the cumulative gain or loss from item 12 of the previous month's AF Form 1119. *Item 12, Cumulative Gain (Loss),* will be either the sum or difference of items 10 and 11. It shows the cumulative gain or loss for the whole year up to that date. *Item 13, Date Force Completed,* is the date the AF Form 1119 was completely filled out. *Item 14* is self explanatory. The Remarks section is where you annotate reasons for excess cost.

In review we can see that column N, daily gain (loss) and column O, cumulative gain (Loss) are good management tools. They keep you informed of your gain or loss and let you track patterns and adjust menus to control the gain or loss and to keep it within 2 percent. Remember, the Air Force does not want your dining hall to make money. They want you to break even. Entries from AF Forms 1650, 287, 129, 148, 147, and vendor slips are made in the appropriate columns to show daily earned income, inventories, and [illegible] expenditures. Th[illegible]ily evaluations of stock controls and monetary reimbursement for meals served. It allows monthly evaluation of eating patterns, earned income, and the effectiveness of the dining halls bookkeeping system.

Exercises (030):

1. What does AF Form 1119 show you?

2. What causes the 2 percent variance in monthly earned income?

3. When are entries made in column A, SIK weighted rations; and where does the information come from?

4. How do you compute the SIK earned income for column B?

5. Where do you get the BAS weighted rations for column C?

6. How do you compute the total earned income for column H?

7. How would you designate minus in column J, N, and O?

8. How do you compute the daily gain or loss for column N?

9. What does column O, cumulative gain or loss, tell you?

10. What is the opening inventory in item 6, and where does this figure come from?

11. AF Form 1119 lets you keep on top of what?

031. State how to prepare and use AF Form 249.

AF Form 249, Food Services Operations Report. The MAJCOM uses the AF Form 249 (figs. 2-19 and 2-20) to evaluate the effectiveness of a base's Food Service operation. HQ AFESC/DEHF uses it to evaluate base and MAJCOM Food Service operations effectiveness, identify weak areas, and give advice to the MAJCOMS on how to correct their problems. AFESC sends HQ USAF a consolidated AF Form 249 to show CONUS and oversea operation effectiveness. HQ USAF uses AF Form 249 to evaluate Food Service Air Force wide and to prepare the Air Force food allowance and cost reports.

The AF Form 249 basically summarizes all the facility summaries of each food service facility on a base and then combines them into one report showing the whole base operation standings for that month. Here we'll list the instructions for general use of AF form 249. Check AFR 146-7 for indepth procedures in various feeding situations. Please refer to figures 2-19 and 2-20 as you read these instructions.

Section I, Operating Summary.

Block 1	Your base.
Blocks 2&3	Information in AFM 200-4.
Block 4	HAF-LEE(M) 7503.
Block 5	Selfexplanatory.
Block 6	Installation type report.
Blocks 7&8	From AF Form 3002. Subsistence Strength Report, and AFR 146-19, *Issue and Control of Meal Cards.*
Block 9	Sum of blocks 7 and 8.

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FOOD SERVICE OPERATIONS REPORT

I OPERATING SUMMARY

1. INSTALLATION/LOCATION	2. STATION CODE	3. ALPHA CODE	4. REPORT CONTROL SYMBOL
UNKORN AFB, USA	NVH	H	HAF-LEE(M)7053

5. MAJCOM	6. TYPE REPORT	7. AVG AUTH SIK DAILY	8. AVG AUTH BAS DAILY	9. AVG PRESENT FOR DUTY DAILY
MAC	CONSOLIDATED	220	2643	2863

10. "A" RATION EARNED INCOME

SIK E/I	15,276.74
CASH E/I	12,183.75
NON-ALACS "A" RATION E/I	
TOTAL	27,460.49

11. BDFA (Line 4, 200)	12. BDFA W/SUP (Line 8, 200)
3.8803	

13. PERIOD OF REPORT	14. CRASH KITCHEN E/I (Col F, 1119)
1-31 OCT 86	

II BREAKDOWN OF WEIGHTED RATIONS

TYPE WEIGHTED RATIONS SERVED	SIK W/R SERVED (Col A, AF1119) A	BAS W/R SERVED (Col C, AF1119) B	CRASH KIT W/R SERVED (Col E, AF1119) C
1. A	3937	4467	
2. A + %			
3. A + %			
4. A + %			
5. ALERT A + %			
6. MSL SITE A + %			
7. MS (FP) A + %			
8. MCAMS A + %			
TOTALS	3937	4467	

III AIR FORCE DINING HALLS AND CENTRAL FOOD FACILITIES

TYPE WEIGHTED RATIONS SERVED	TOTAL W/R SERVED (Col G, AF1119) A	EARNED INCOME/SALES (Col H, AF1119) B	PURCHASES (Col I, AF1119) C	TRANSFERS IN/(OUT) (Col J, 1119) D	GROSS VALUE OF ISSUES (Col K, AF1119) E	VALUE OF EXCESS COST (Col L, AF1119) F	NET VALUE OF ISSUES (Col M, AF1119) G	OPENING INVENTORY (Blk 6, AF1119) H	CLOSING INVENTORY (Blk 7, AF1119) I	INVENTORY ADJUSTMENT (Blk 9, AF1119) J	GAIN/(LOSS) (Col O, AF1119) K	CUMULATIVE GAIN/(LOSS) (Blk 12, AF1119) L
1. A	8404	27,460.49	29,274.52	(1,795.59)	28,253.19	598.10	27,655.09	5,491.95	4,747.90	30.21	(144.60)	(164.39)
2. A + %												
3. A + %												
4. A + %												
5. ALERT A + %												
6. MSL SITE A + %												
7. MS (FP) A + %												
8. MCAMS A + %												
SUBTOTAL	8404	27,460.49	29,274.52	(1,795.59)	28,253.19	598.10	27,655.09	5,491.95	4,747.90	30.21	(144.60)	(164.39)
9. FLIGHT KITCHEN		1,843.45		1,795.59	1,795.59		1,795.59				47.86	47.86
10. PASTRY KITCHEN												
11. MEAT PLANT												
12. CPK												
13. BREAD BAKERY												
14. RATION BREAK												
TOTALS	8404	29,303.94	29,274.52	~~0~~	30,048.78	598.10	29,450.68	5,491.95	4,747.90	30.21	(146.74)	(116.53)

IV FLIGHT FEEDING/SPECIAL FEEDING

ITEM	SANDWICH A	MCF B	FOOD PACKET IF C	MCI/MRE D	BITE SIZE E	GROUND SUPPORT MEAL F	HP-LR G	SNACK H	BULK ISSUE I	BULK BEVERAGES J	TOTALS
1. BDFA VALUE PER MEAL	2.5222					1.4919		1.641			
2. NUMBER OF MEALS SERVED	444					329		156			
3. EARNED INCOME	1119.86					490.64		140.60			
4. MEALS SOLD FOR CASH	404					217		156			

NAME AND TITLE OF FOOD SERVICE OFFICER	SIGNATURE	AUTOVON	DATE
WILEY KOOL, SMSgt, USAF	Wiley Kool	123-4567/8910	31 OCT 86

AF FORM 249 APR 81 PREVIOUS EDITION IS OBSOLETE.

Figure 2-19. Sample, AF Form 249, Food Service Operations Report (front).

V

CROSS/COMMON SERVICE

TYPE OF MEAL RATION OR PACKET A	COMMON SERVICE: ARMY NO. B	ARMY AMOUNT C	NAVY NO. D	NAVY AMOUNT E	MARINES NO. F	MARINES AMOUNT G	CROSS SERVICE: AIR NATIONAL GUARD NO. H	AIR NATIONAL GUARD AMOUNT I	AIR FORCE RESERVE NO. J	AIR FORCE RESERVE AMOUNT K	OTHER NO. L	OTHER AMOUNT M	RATE N	CONTRACTOR NO. O	CONTRACTOR AMOUNT P
FIELD RATION A	11	39.60					317	1,141.20			109	392.40			
FIELD RATION A +															
SANDWICH MEAL															
IF PACKAGE															
FOIL PACK MEAL															
MFE															
GROUND SUPPORT															
COFFEE															
BULK															
SNACK															
CADETS															
TOTAL	11	39.60					317	1,141.20			109	392.40			

VI REMARKS

EXCESS COST *(See attached sheet for explanation)*

FORCED ISSUE

FORCED SUBSTITUTION

MEDICAL SERVICE CONDEMNED

BEVERAGES *(SF)* $4.95

593.15

IF MEAL

MCI/MRE

TEST ITEMS *(Specify)*

UNSATISFACTORY MATERIEL REPORT

MEDICAL SERVICE TESTING

MEAL, COOKED, FROZEN

EXERCISES

OTHER *(Specify)*

CONTRACT DATA

a. TYPE: MESS ATTENDANT

b. NAME OF CONTRACTOR: TOU FOOD SERVICE

c. CURRENT CONTRACT PERIOD: 10CT85 - 10CT86

d. DATES OF OPTION YEARS: 1986 - 1987

e. TOTAL CONTRACT PAYMENT FOR CURRENT MONTH: $37,500.00

f. ESTIMATED MEALS SERVED: 22,500

g. ACTUAL MEALS SERVED: 24,237

h. ACTUAL MEALS % OF ESTIMATE *(Line g ÷ f)*: 108 %

i. PRICE PER MEAL SERVED *(Line e ÷ g)*: $1.53

j. OTHER *(Specify)*

OPERATIONAL RATIONS – DINING HALL

TYPE	BEGIN INV	PURCHASES	ISSUES	ENDING INV
MCI				
IF				
MRE				
OTHER *(Specify)*				

OPERATIONAL RATIONS – FLIGHT KITCHENS

TYPE	BEGIN INV	PURCHASES	ISSUES	ENDING INV
MCI				
IF				
MRE				
OTHER *(Specify)*				

PERSONNEL DATA

GRADE	AUTH	ASGN
O-4		
O-3	1	0
O-2		
O-1		
E-9		
E-8	0	1
E-7	1	2
E-6	1	0
E-5	4	4
E-4	10	7
E-3	9	7
E-2	0	4
E-1	0	0
W-8		
W-7		
W-6		
W-5		
W-4		
W-3		
W-2		
W-1		
WL-1	1	1

Figure 2–20. Sample, AF Form 249, Food Service Operations Report (back).

Block 10	Figures in accordance with AFR 146-7, depending on the type of facilities.
Block 11	From AF Form 200 for that month.
Block 12	Only applies to bases with a facility that is authorized a supplement to the BDFA. This would be the BDFA in block 11 plus whatever percentage of the BDFA the dining facility is authorized. If you have no supplemented facility, leave block 12 blank.
Block 13	Shows the day, month, and year the accounting period of the AF Form 249 begins and ends.
Block 14	From column F of AF Form 1119.

Section II, Breakdown of Weighted Rations. This section is a breakdown of every A ration facility's weighted rations. Columns A, B, and C come from columns A, C, and F of the AF Forms 1119 for each facility listed in the first column of this section.

Section III, Air Force Dining Halls and Central Food Facilities. This section is a consolidation of all monthly facility summaries for the base. It comes from AF Form 1119 for each facility or AF Forms 467, 1648, SAC Form 406, or AT Form 702. The first column lists the different types of facilities. Line 1 shows your normal BDFA dining facilities under SCAMS or ALACS. If you have a base SCAMS and ALACS, line 1 will show ALACS facilities and line 2 will show SCAMS facilities. Either all ALACS or all SCAMS under lines 2 through 4 must show facilities authorized additional BDFA percentages. Lines 5 through 13 apply if you have any of these facilities on your base. Line 14 comes from AF Form 1648, Monetary Record, Pastry and/or Bread Bakery.

Column A, total W/R served, deals with the total weighted rations served in each facility (from column g of AF Form 1119). Lines 9 through 14 have no entries in this column. Get the information for columns B through I of this section from the AF Form 1119 columns referenced under the Section III column titles. Information for all the columns in Section III, lines 10 and 13 for the pastry and/or bread kitchen, comes from AF Form 1648, if they keep separate records from the dining facility. Information for flight kitchen comes from AF Form 467, Monthly Summary of Flight/Special Feeding. If your base uses a MAJCOM unique form for facility summaries, use the applicable information for each column. The totals line of this section shows a consolidated outlook of the whole base's standings in each column for that month. Just as an AF Form 1119 shows each facility's overall management and financial standing, this section of AF form 249 shows the base's standings.

Section IV. Flight Feeding/Special Feeding summarizes the base's flight kitchen operation. AF Form 467, Monthly Summary of Flight/Special Feeding, is used to fill out this whole section of AF Form 249, Food Service Operations Report. The columns in this section are almost the same as the columns contained in AF Form 467.

Section V. Cross/Common Service summarizes feeding statistics on cross and common service. The information needed to fill out this section comes from the daily summaries of all the base's feeding facilities. The AF Forms 1650, 1650a, 463, Request for Flight Meals, and 2039, Ground Support Meal Request, are these daily summaries.

Section VI. The Remarks section has four major sections: Excess Cost, Contractor Data, Operational Rations, and Personnel Data. The excess cost section deals with amounts and total explanation of the excess cost. The monetary amounts of excess cost must be the same as Section III, column F of this form. Contract data deals with the types of contract and summarizes its cost and effectiveness. Lines A through I are self-explanatory. Operational rations tracks the number of operational meals stored, bought, and sold by the dining halls and flight kitchens. Personnel data gives a monthly report of all military and Federal workers in the facility and compares it to authorized manning. Contractors and foreign nationals are not listed.

You can see how the AF Form 249 can be used. It gives a complete, comprehensive report of the amount and type of personnel eating, the types of facilities, the monetary and supply controls, the amount each facility is spending and taking in, and the standing of the base Food Service as a whole. This form can be used by all levels to monitor base food service, identifying and correcting any problems.

The AF Form 249 is closed on the last calendar day of each month in one original and three copies, (four copies for a full food service contract). You'll need to send several items to the MAJCOM with the AF Form 249. Send one copy of AF Form 1119 for each facility on base and one copy for each type of facility the base supports (such as one for A rations, one for A ÷ 15 rations; and one for ALACS etc.). When applicable, send one copy of AF Form 467, AF Form 1648 and/or SAC Form 402, and one copy of ATC Form 702. Send two copies of any excess cost breakdown with appropriate attachments. Send two copies of any letters explaining unusual circumstances that may have affected feeding. The food service officer is responsible for preparing and forwarding the AF Form 249 and attachments to the MAJCOM within 8 working days after the last calendar day of the accounting period.

Exercises (031):

1. What purpose does the AF Form 249 serve for the MAJCOM?

2. What purpose does the form serve for HQ AFESC?

3. How does HQ USAF use the AF Form 249?

4. What's the form's basic purpose?

5. AFR gives indepth procedures for AF Form 249?

6. How is block 10 of Section 1 of the AF Form 249 computed?

7. What AF Forms do you need to complete Section 1?

8. How is Section II used?

9. What information goes in section H, columns A, B, and C?

10. What is the purpose, and where do you get the information?

11. Where do you get information for lines 10, 13, and 14?

12. Compare the purpose of the AF Forms 1119 and 249 (Section III).

13. What is the purpose of Section IV of AF Form 249, and where do you get the information?

14. What does Section V do, and where do you get the information?

15. How is Section VI divided, and what information goes in each section?

2-4. Cashier Instructions

As the dining facility supervisor you'll be vitally concerned with spotting fraud, waste, and abuse. Since your cashiers deal most often and most directly with money and customers, they must be honest, dependable, and fully briefed on their duties. Let's look briefly at some of the duties of a good cashier. has been fully briefed on their duties. In the following paragraphs we'll look at the duties of a good cashier.

032. Cite the major cashier duties.

Food service managers must develop detailed cashier instructions for each food service operation, both as training aids and as a reference source for cashier duties. Cashier instructions should be kept current and accessible to the cashier at all times. The guidelines we'll mention apply to all Air Force appropriated fund dining facilities. For contract operations, prepare cashier instructions in accordance with the performance work statement.

Cashier Duties. A cashier who is courteous and proficient makes a positive contribution to customer relations. Primary cashier duties include identifying and counting patrons, getting signatures from them, and collecting payment from them. We must identify and count authorized patrons because subsistence accounting and food production forecasting require an accurate count of the number of people served. We must get signatures on AF Form 1339 from SIK customers in a Subsistence Credit Allowance Management System (SCAMS). In an A la Carte System (ALACS), we record the identification numbers of SIK personnel into the electronic cash register (ECR). In collecting for meals (basic food charge and surcharge, if applicable) under ALACS, we record the payment in the ECR. In a SCAMS operation, we get legible signatures of cash patrons on AF Form 79.

Exercises (032):

1. How can a cashier make a positive contribution to customer relations?

2. List the three primary cashier duties.

3. Who should develop detailed cashier instructions?

A la Carte

THE AIR FORCE has already converted to the A la Carte system. Although some bases still use the SCAMS system, it is outdated. As you probably know, ALACS lets the BAS patron pay for each individual item selected instead of a basic, all you can eat price as in SCAMS. ALACS has a different system of paperwork, and to supervise an ALACS facility you must understand the workings of the ALACS.

3-1. Recipe and Menu Pricing System (RAMPS)

The recipe and menu pricing system was designed to calculate the selling prices of individual portions of every menu item. Within the selling price a 10 percent surcharge has been added to the basic cost of each recipe to cover added food costs. The use of these prices will reimburse the government for the actual cost of subsistence provided customers on BAS. BAS customers generally don't eat the higher cost food items when they visit the dining hall, and SIK customers no longer subsidize BAS use of the Air Force dining halls. RAMPS currently uses the B3500 computer system, consisting of a card punch machine, a card reader, central processor, and a printer. The system puts out three computer printouts for the A la Carte system. We'll cover them later in this chapter, but first let's look at the way we make inputs into the get printouts out of the computer.

033. State how and why we use AF Forms 1530 and 1500.

AF Form 1530, Punch Card Transcript. All inputs to the computer must be made first on AF Form 1530. Inputs add, delete, and change recipes or prices already in the system, and add local purchase prices and new recipes to the system. The AF Form 1530 is an 80-column form that is basically a draft of the AF form 1500, ADP General Purpose Card, we use to keypunch the information into AF Form 1500. There are a number of different AF Form 1530 formats to do different tasks in RAMPS but we will discuss the three formats you will use most, the transactional control card format, the RAMPS reports control card format, and the ingredient record change (multiple record stock number/nomenclature) format. You'll find information on the procedures and AF Form 1530 format for other inputs in AFM 171–216, Vol 2, *Recipe and Menu Pricing Systems (RAMP) Users Manual*.

Transactional control card. This control card is prepared and submitted to Data Automation to update the RAMPS master recipe file. Information on AF Form 1500 will be stored automatically as the first record on the new master file. It is prepared in the format in figure 3-1 and input to program the master recipe file only. If the FSO has locally prepared update transactions, this control card is the first card in the deck, ahead of the file updates. In other words the transactional control card requests an updated printout of the master recipe file.

RAMPS reports control card. This control card is prepared and submitted to Data Automation to get all output management products (other than the Error/Audit List). All RAMPS products generated by programs must be called for individually by the FSO inserting an "I" in the appropriate fields in the control card (columns 53, 54, 55, and 56). Entering a zero (0) in any of these four fields indicates the product is not required. In figure 3-2 all products are being requested.

Ingredient record change (multiple record stock number nomenclature). This transaction causes a change in national stock number and/or ingredient nomenclature in every ingredient record where the NSN appears, no matter how many recipes are involved. Stock number changes that are published in the C8900–SL will normally be made by AFDSDC and released monthly. These will be made programmatically with only the input of the control card by the user. Local stock numbers, however, are the FSO's maintenance responsibility (fig. 3-3).

The AF Form 1530 must be verified by cross checking the source documents to ensure the proper information was transferred. The source documents are C8900 PL, AFM 146–12, local purchase price lists, and AFM 171–216.

AF Form 1500, ADP General Purpose Card. This keypunch card supplies the information the computer needs to compute and printout all transactions. In other words, it gives information to the computer and gets information out of the computer. Using the AF Form 1530 as a guide, you feed the AF Form 1500 into the keypunch machine and punch the holes into the AF Form 1500 by pushing keys on the keypunch machine.

You verify the AF form 1500 by cross checking the information on it with the information on the AF form 1530. Figure 3-4 gives a guide as to which holes are punched to identify the proper number, letter or symbol on AF Form 1530. These holes tell the computer the information it needs to do the action requested. You send the AF Forms 1500 to the data processing installation (DPI) on base. The food service accountant usually prepares AF Form 1530 and punches the information onto the AF Form 1500. The AF Form 1500 must have an ADP Data Submission Form with it, in order to run the AF Forms

Blank Page

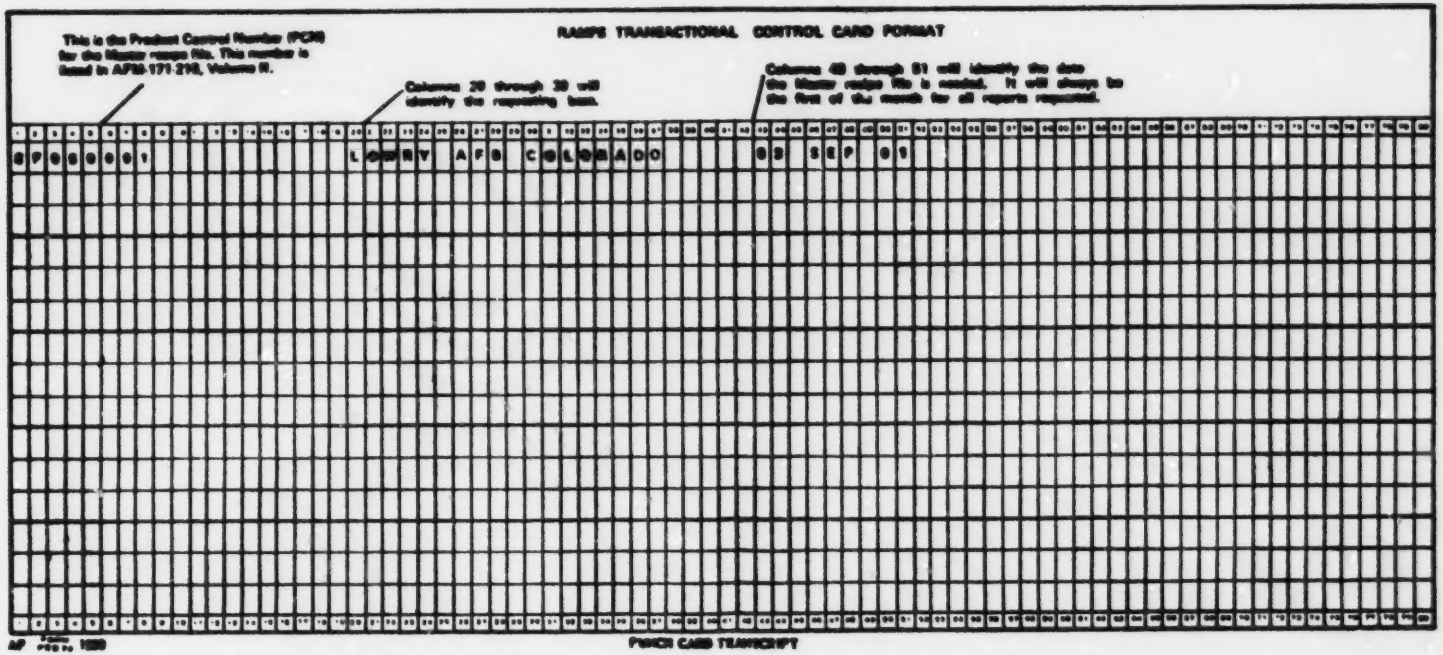

Figure 3–1. Sample, AF Form 1530.

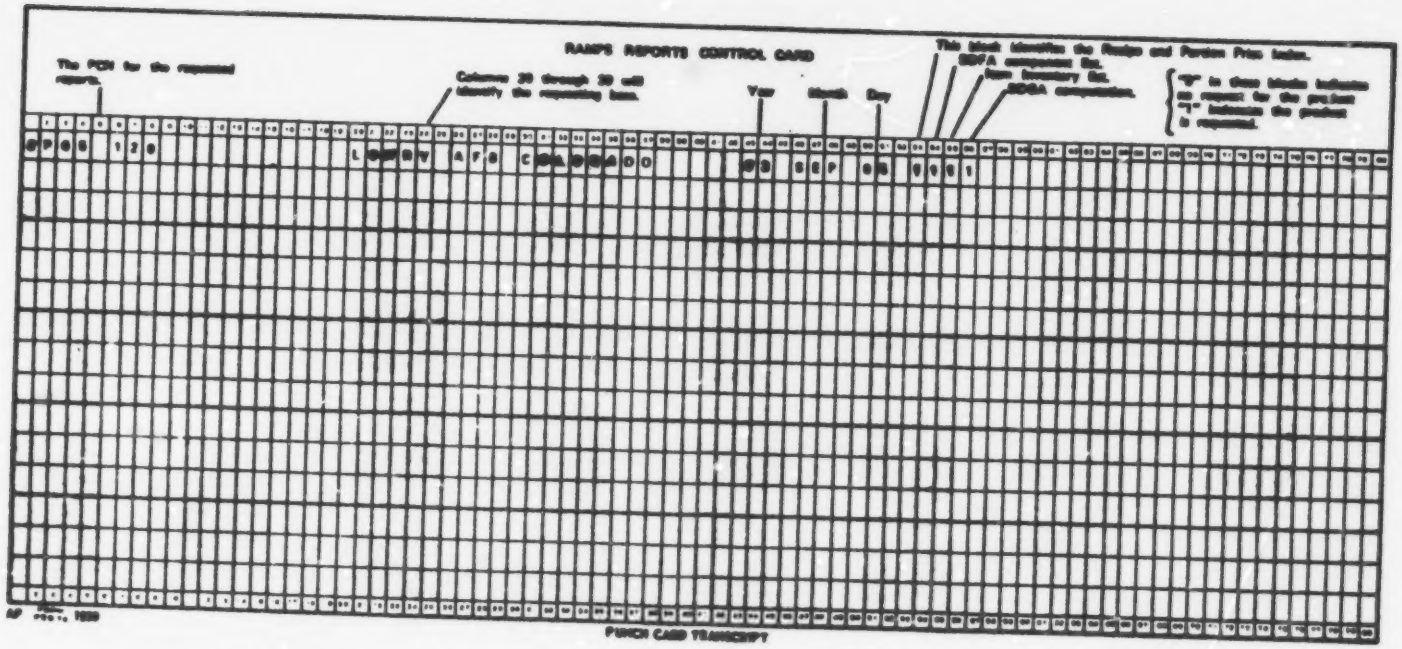

Figure 3–2. Sample, AF Form 1530.

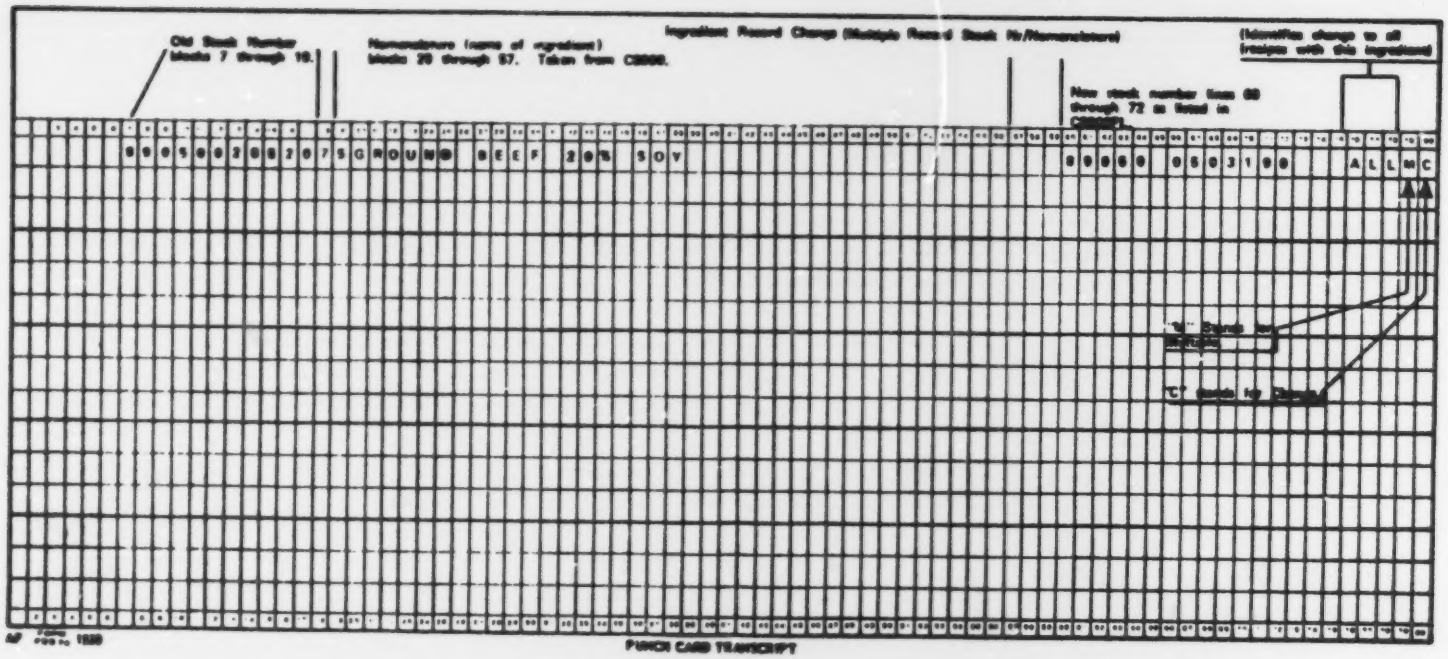

Figure 3–3. Sample, AF Form 1530.

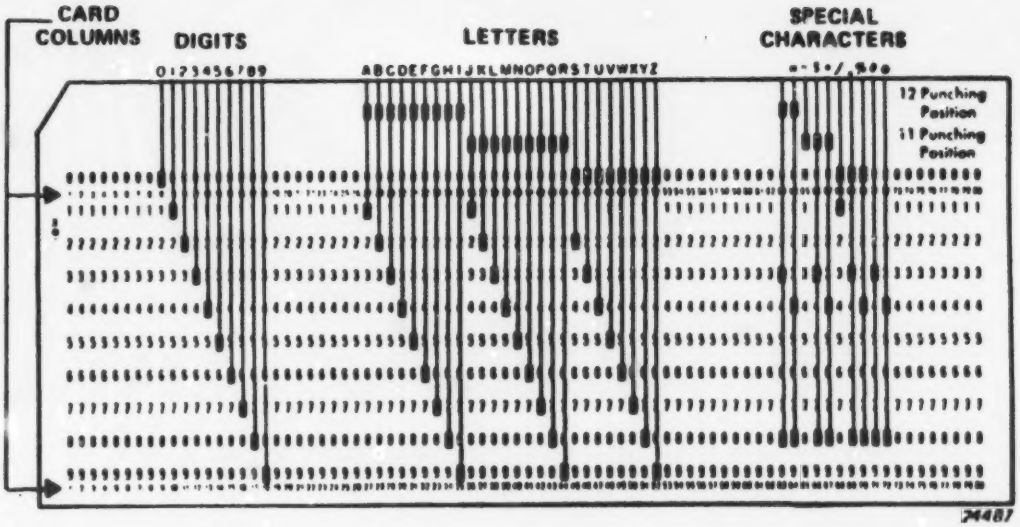

Figure 3–4. Sample, AF Form 1500.

1500. The ADP form is a type of work order. Since it's usually a local form, we won't discuss it.

Exercises (033):

1. Why are inputs made into the computer?

2. Why do we use AF Form 1530?

3. What Air Force regulation gives the format for all input on AF Form 1530?

4. What's the purpose of the transactional control card format of AF Form 1530?

5. What entries do you make on AF Form 1530 for the transactional control card format?

6. What are the first three entries on AF Form 1530 for the RAMPS report control card format?

7. What do the "0" and "1" in columns 53 through 56 of the AF Form 1530 format for the RAMPS report control card identify?

8. What do blocks 53 through 56 identify?

9. What's the purpose of the RAMPS report control card?

10. What's the purpose of the ingredient record change (multiple record stock number/nomenclature)?

11. Explain what entries go into blocks 7 through 19 of the ingredient record change format.

12. What entries are required for blocks 20 through 57 in the ingredient record change format?

13. What information goes in blocks 60 through 72 of the ingredient record change format?

14. What does the "ALL" in blocks 76, 77, and 78 of the ingredient record change format, stand for?

15. What do the "M" and "C" in blocks 79 and 80 of the ingredient record stand for?

16. How do you verify AF Form 1530?

17. What's the purpose of AF Form 1500?

18. How do you verify AF Form 1500?

19. Who usually prepares AF Forms 1530 and 1500?

034. State how a keypunch machine operates and how it relates to A la Carte.

The Keypunch Machine. The keypunch machine (fig. 3-5) closely resembles a typewriter. Study the figure for a few minutes. The areas that have been highlighted are the main ones you should recognize to operate the machine. As with all power-operated equipment, the first step to operating the keypunch is to turn on the machine. You do this by flipping the main-line switch to the ON position. The second step is to load AF Forms 1500, ADP General Purpose Cards, into the card hopper. Place the cards upright in the hopper, with the printed side facing you. A pressure plate behind the ADP general purpose cards ensures that they remain upright and are fed evenly into the card bed below.

Once the machine is in the ON position and the cards are loaded, the next step is to be sure that the functional control levers and switches are positioned exactly as you want them. Since you will not be working under program control, the program control lever must be in the OFF position. All functional control switches must be on, with the exception of the *Auto Skip Auto Dup* lever, which must be in an OFF position except when the machine is operating under program control (fig. 3-6).

The print lever will control the printing on the ADP general purpose card. When it is on, the printing will appear at the top of the card as each character is punched. Each character punched will print directly above the card column punched. So, in other words, if you punch the words "Meat Loaf" in columns 20–28 as listed on your AF Form 1530, "Meat Loaf" will be printed directly above columns 20–28. If the print switch is off, the holes will be punched, but there will be no printing on the top of the card (fig. 3-6).

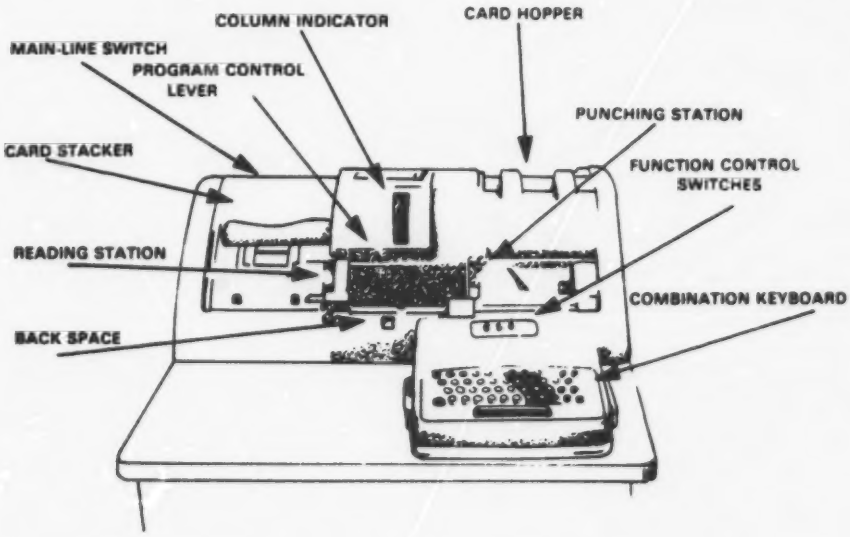

Figure 3–5. 126 keypunch machine.

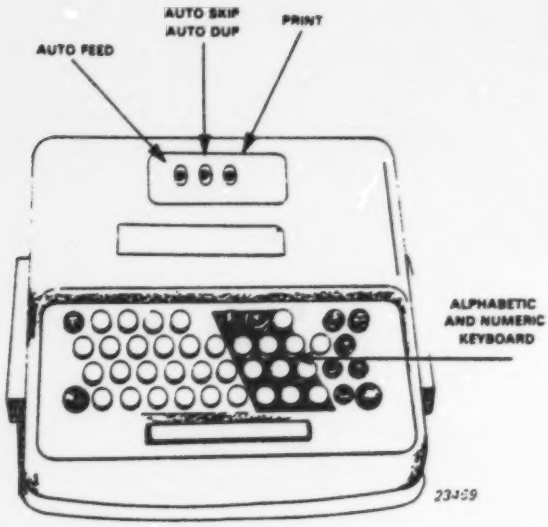

Figure 3–6. Keyboard functional controls.

As we said, the keyboard is similar to the layout of a typewriter keyboard. In figure 3-7, keys in the shaded area have, in addition to the alpha characters, numbers printed on the upper half. To type a number, you must hit the numerical (num) shift key, along with the appropriate number—the same way you would type a capital letter or special character on a typewriter. When you operate the keypunch machine, you'll normally be following some type of 80-column format, such as the AF Form 1530, to tell you what number or character to place in each card column. Other than the steps involved with moving the card, the tasks are very much like typing.

Now that you have turned the machine on, loaded the card, and set the control levers, you must now move the cards into position so they can be punched. To get the card from the card hopper to the card bed and then to the punching station, you must press the Feed key, which will move the card from the card hopper into the card bed, and then press the Reg (register) key to get the card registered in the punching station. That's how you punch a single card; for several cards, you can feed a second card into the card bed by pressing the Feed key. This will automatically "register" the first card, so you don't have to press the Reg key. (NOTE: This will be done automatically if you have the Auto Feed button in the ON position).

As you press each key, the ADP general purpose card is moved to the card column. Carefully punch the appropriate character in each column from the 80-column AF Form 1530. The card column indicator on the keypunch machine helps you keep track of card columns as they are punched. If you find that you've gone past a card column that you want to punch, simply press the backspace button. When the last card column (cc 80) of the card passes through the punching station, the card is automatically released. To move the card into the card stacker, you must press the Register key (this registers the card into the reading station), the Release key, and the Register key again. This places the card into the card stacker so that you can remove it if necessary. As you can see, the keypunch machine punches information onto AF Form 1500 for computer inputs and outputs.

Exercises (034):

1. Into which part of the keypunch machine do you insert the AF Form 1500?

2. Which way should the cards face in the card hopper?

3. What controls the printing on the ADP general purpose card?

4. What must you do to get a card from the keypunch card hopper to the card bed, and then to the punching station?

5. What helps you keep track of card columns as they are punched?

6. How is the keypunch machine used in A la Carte?

035. Name the principle components of the recipe and menu pricing system, and state the purpose of each.

The Principle Components of RAMPS. By following all the procedures stated earlier in this chapter, you will update and receive RAMPS three principle components, the error/audit listing, the master recipe file, and the item inventory listings.

The *error/audit listing* is printed automatically with any of the other listings. It flags all errors in the RAMPS with the word *error* and underscores that individual data field with asterisks. Cross checking with input formats should identify the problem. Duplicate records are also identified on the printout by the words "DUP Record." The first record of the duplicates printed updates the master file. If this duplicate record is not the one to be carried on the master file or tape, take appropriate delete or change action to correct the duplicate entries. The system will not process errors to the master file. Totals of valid transactions and error transactions are printed at the end of the listing. All

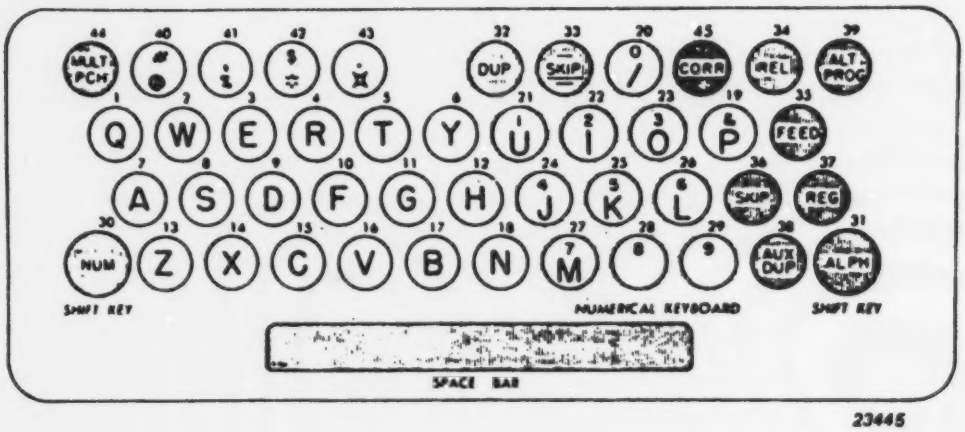

Figure 3-7. Keyboard chart.

errors must be resolved and checked against the total number of errors listed at the end of the error/audit listing. (NOTE: This listing is an auditable document and requires two signatures; the DPI person responsible for the RAMPS and the FSO validating the prices). They will be kept on file for 1 year and if there is a full food service contract, 7 years (figs. 3-8 and 3-9).

The *master recipe file* consists of the portion price index, the recipe list, the the BDFA computation. It identifies the selling price of menu items and the proper BDFA reimbursement for SIK customers. The *portion price index* lists the recipe number, title, portion size, and selling price rounded to the nearest $.05 for each recipe computed in RAMPS. It also gives the page number of the recipe list. The *recipe list* is a printout of the recipe cost calculation. It shows exactly how the computer calculated the individual selling price for each item. These two items are used to identify the proper selling price for each menu item served in an A la Carte facility (figs. 3-10 and 3-11).

The *basic daily food allowance computation* is a computer computation of the basic daily food allowance. It replaced AF Form 200, but it's a good idea to use the AF Form 200, but it's a good idea to use the AF Form 200 to double check the computer. The BDFA computation is in section R of the master recipe file. It ensures that ALACS facilities get properly reimbursed for their SIK patrons (fig. 3-12).

The *item inventory listing* is a computerized version of the DD Form 160. It is used as the DD Form 160 was used in SCAMS, as the end-of-the-month physical inventory for the dining facilities. It contains the stock number, ingredient (name of product), recipe price (unit price taken to three decimals), recipe unit (unit of issue), balance (physical count), unit price (taken to two decimals) and the total value (by multiplying balance by unit price). The item inventory listing is also used to make price changes for the next month (or whenever they occur). All the prices are taken from C8900 PL or the local purchase price lists (fig. 3-13).

The RAMPS components are accomplished by the Air Force Data System Design Center (AFDSDC) each month, using prices from C8900 PL. Each base FSO is responsible for updating it to reflect the local purchase prices, ingredient changes, and local recipes. This information is put on AF Form 1530, keypunched onto AF Form 1500, and hand carried to DPI. DPI then runs an edit/update using these local changes and the information from AFDSDC.

Exercises (035):

1. What's the purpose of each principle component of RAMPS?

2. Who signs the error/audit listing?

3. How are errors identified on the error/audit listing?

4. What is in the master recipe file?

5. What's the purpose of the portion price index and the recipe list?

PREPARED 80 AUG 12 15:26 RAMPS ERROR/AUDIT LIST AS OF 80 JUL 01 PCN SF050-002

GUNTER AFS ALA HEADER RECORD TRANSACTIONS PART 1

RECIPE NUMBER PRE (1)	NUMB (2-4)	VAR (5-6)	RECIPE TITLE (20-59)	PORTION PER SERVING (60-72)	ALL CODE (76-78)	HEADER CODE (79)	ACTION CODE (80)	ALERT MESSAGES	
B	003		OK NO MSG HEDR		ALL	H	D	DELETE RECIPE	NO MSTR
B	026		HOT CROSS BUNS	8 EA		H	A	ADD	DUP REC
B	026		HOT CROSS BUNS	9 EA		H	A	ADD	DUP REC
B	026		RED HOT BUNS	5 EA		H	A	ADD	DUP REC
B	026		COLD BUNS	9 EA		H	A	ADD	ADDED
C	005	01	COFFEE BLACK	8 OZ		H	A	ADD	ADDED
C	007				ALL	H	D	DELETE RECIPE	NO MSTR
D	067				ALL	H	D	DELETE RECIPE	NO MSTR
E	014				ALL	H	D	DELETE RECIPE	NO MSTR
E	014				ALL	H	D	DELETE RECIPE	NO MSTR
E	001					H	D	DELETE RECIPE	NO MSTR
L	001	3 **	RECIPE SUF ERR	5674		H	A	ADD	***ERROR***

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PCN SF050-002 PAGE 2

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Figure 3-8. Ramps Error/Audit List.

PREPARED – AUG 15 15:19
GUNTER AFS ALA

RAMPS ERROR/AUDIT LIST

AS OF 80 AUG 15 PCN SF050-002

INGREDIENT RECORD TRANSACTIONS PART 2

RECIPE NUMBER PRE (1)	NUMB (2-4)	SUF (5-6)	NATIONAL STOCK NUMBER (7-19)	RECIPE INGREDIENT (20-57)	QNTY PER 100 (58-64)	QNTY DESC (65-66)	RECIPE PRICE (67-71)	UNIT PRICE (82-75)	NSN CTL (79)	ACT CODE (80)	NEW NATIONAL STOCK NUMBER (60-72)	ALERT MESSAGES
L	063	01	8905000805325	KNOCKWURST					M	C	50000LB **********	CHANGE **ERROR**
L	063	01	8905000805325	KNOCKWURST					M	C	50000LB **********	CHANGE **ERROR**
			8905001335884				01470			C		CHANGE ALL
L	153		8905001335884	BEEF SHORT RIBS	0375000	LB	01470	0147				PRICE CHANGE
			8905001335885				04550	0455		C		CHANGE ALL
L	007	01	8905010347549	BONELESS SIRLOIN STEAK					M	C	37500LB **********	CHANGE **ERROR**
			8910000000100				01570	0157		C		CHANGE ALL
O	001		8910000000100	FRESH MILK	0062500	GA	01570	0157				PRICE CHANGE
R	001		8910000000100	MILK, WHOLE WHITE					M	C	8910005846435	CHANGE

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PCN SF050-002

PAGE 2

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Figure 3–9. Ramps Error/Audit List.

PREPARED 22 DEC 78 PORTION PRICE INDEX AS OF 79 JAN 01 PCN: UH166A110
STD110 DATED 78250

RECIPE NO.	NAME	PORTION PER SERVING	SELLING PRICE	PAGE
100902	BEEF POT ROAST OVEN METHOD	4 1-2OZ	$ .75	173
1010	BEEF POT ROAST STEAM KETTLE METHOD	4 1-2OZ	$ .75	174
1011	SIMMERED BEEF	4OZ	$ .75	175
1065	BAKED CANNED HAM	2 SLICES 4OZ	$ .70	235
106501	BAKED PULLMAN CN HAM	2 SL 4OZ	$ .75	236
106505	BREAKFAST HAM	2OZ	$ .35	237
1080	PORK CHOP SUEY	10 OZ	$ .90	250
1081	PORK ROAST	4OZ OF 2 SL	$ .45	251
108101	PORK ROAST	4OZ OF 2 SL	$ .80	252
1120	CREOLE SHRIMP	1 CUP	$1.30	302
112103	FRIED SHRIMP	7 TO 10 EA	$1.30	303
1122	SHRIMP CURRY	6OZ	$1.30	304
M007	CHEF SALAD	3 CUPS	$ .60	338
M008	COLESLAW	1/2 CUP	$ .05	339
M009	COLE SLAW WITH CREAMY DRESSING	1/2 CUP	$ .05	340
P00602	TOMATO RICE SOUP	8OZ	$ .10	441
P007	VEGETABLE SOUP	8OZ	$ .05	442
P00701	MINESTRONE SOUP	8OZ	$ .05	443
P01301	NEW ENGLAND CLAM CHOWDER	1 CUP	$ .00	444
P014	CREAM OF MUSHROOM SOUP	8OZ	$ .15	445
P01401	CREAM OF ASPARAGUS SOUP	8OZ	$ .00	446
000108	CARROTS FROZEN	4OZ	$ .05	461
000109	CAULIFLOWER FROZEN	4OZ	$ .10	462
000110	CORN WHOLE GRAIN FROZEN	1&2 CUP	$ .05	463
000117	PEAS FROZEN	1&2 CUP	$ .05	470
000118	FRENCH FRIES CRINKLE OR STRAIGHT FROZEN	4OZ	$ .10	471
000119	HASH BROWNS FROZEN	5OZ	$ .10	472
0007	LYONNAISE GREEN OR WAX BEANS	1&2 CUP	$ .05	496
0008	HARVARD BEETS	4OZ	$ .05	497
0009	HOT SPICED BEETS	1&2 CUP	$ .05	498

40115

Figure 3-10. Portion price index.

6. What's the purpose of the BDFA computation?

7. What AF Form is replaced by the RAMPS BDFA computation?

8. Who must see that the RAMPS components reflect local purchase prices, ingredient changes, and local recipes?

036. State why and how we fill out AF Form 1212.

AF Form 1212, ALACS Item Pricing Form. All food service managers must ensure that the ingredients and amounts in each recipe are the same as those actually used, if not, a manual cost calculation is necessary to reflect the right price. Any recipe changes to the master recipe file for items being added at the local level must first be calculated manually on the ALACS item pricing form. Manual cost computations are normally made for new or changed recipes (including those that are out of cycle with monthly price changes in the master recipe file), for limited-use special recipes that aren't loaded into the master recipe file, and for recipes using forced issues and forced substitution items at a reduced cost to the dining hall. In this last instance, the dining hall supervisor must make the manual computation to prevent over charging the customer. Under ALACS, excess costs because of forced issues or substitutions are minimized because menu prices are based on the actual cost from the commissary branch.

All food items served must have a selling price, whether it is calculated by RAMPS or manually priced as recorded on an ALACS item pricing form. Both the master recipe file and all records of any manually costed recipes must be kept for 1 year. Figure 3-14 is an example of a manual cost calculation.

To compute the recipe cost manually, enter all ingredients from the recipe card in the first column, include NSN. In the second column you enter the quantity of each ingredient used to make 100 portions. You may have to convert ounces and spoon measurement to decimals by using the recipe conversion chart in your recipe cards. Take column 3 directly from the C8900 PL or the commissary local purchase price list. Use the pound price as listed in the C8900 PL for most nonperishable items. Multiply column 2 by column 3 to get the actual cost in column 4 of each

PREPARED 02 JUL 79
JTV110 DATED 79134

RECIPE LIST

AS OF 79 JUL 01 01 PCN UH166C110

L10501 ENCHILADAS 2 EACH

NSN #	INGREDIENT	QUANT./HD.		RECIPE PRICE	COST
0000000000200	TORTILLAS CORN	13.3333	PK	$.300	$4.000
8905002852075	GROUND BEEF	18.0000	LB	$1.500	$27.000
8910001258440	CHEESE CHEDDAR	4.0000	LB	$1.400	$5.600
8915001279303	TOMATO PASTE CN	1.8750	LB	$.350	$.656
8915006160200	ONIONS DRY	4.0000	LB	$.110	$.440
8920001656863	FLOUR	1.0000	LB	$.163	$.163
8945006160092	SHORTENING	1.0000	LB	$.400	$.400
8950000627750	CAYENNE PEPPER	.0600	LB	$1.130	$.068
8950002628886	SALT	.0900	LB	$.900	$.081
8950005399542	GARLIC SALT	.0300	LB	$.900	$.027
8950006165489	CUMIN	.1300	LB	$6.400	$.832
8950007532962	CHILI POWDER	.2600	LB	$4.373	$1.137

TOTAL FOOD COST/HD PORTIONS	$40.404
FOOD COST INDIVIDUAL SERVING	$.404
ADDITIONAL COST OF %	$.040
SELLING PRICE/IND. PORTION	$.444

23850

PCN UH166C110 PAGE 202

Figure 3–11. Master Recipe File, Receipt List.

ingredient per 100 portions for that particular recipe. Carry column 4 to three decimal places. Add the figures in column 4, and enter the total cost/Hd portion in the block provided on the form. To find the food cost/individual portions, divide the total cost/Hd portions by 100. Add a 10 percent surcharge of the food cost/individual portion block to the price of an individual portion to cover added food costs that may not appear in the recipe. Round the resulting figure off to the nearest $.05. All AF forms 1212 must be updated monthly to reflect price changes to C8900 PL and local purchases. When the recipe is put into the RAMPS system, the AF Form 1212 is kept on file for audit purposes.

Exercises (036):

1. What is the purpose of AF Form 1212, ALACS Item Pricing?

2. What three instances require AF Form 1212?

3. How long must an AF Form 1212 be kept on file?

4. What information goes in the first three columns of AF Form 1212.

5. How do you calculate column 4 of AF Form 1212, and what does it identify?

6. How do you compute the total cost/Hd portion block?

7. How do you calculate the food cost/individual portions block, and what does it identify?

PREPARED 80 AUG 18 12:47 RAMPS BDFA COMPUTATION AS OF 80 AUG 15 PCN SF050-301

GUNTER AFS ALA

FOOD COST INDEX	NSN CONUS	NSN OVERSEAS	STANDARD CONTAINER	SUBSTITUTE CONTAINER	QUANTITY PER 100	PRICE PER LB, DOZ, GAL	VALUE (COMPONI
8915 - (NON-PERISHABLE)	8915-	8915-					
JUICE, PINEAPPLE, CANNED	00-634-2439	00-634-2439	NO. 3 CYL CN		1.875 LB	.195	$.3656
JUNICE, TOMATO, CANNED	00-255-9523	00-255-0523	NO. 3 CYL CN		3.75 LB	.242	$.9075
PEACHES, SLICED, CANNED	00-577-4203	00-577-4203	NO. 10 CN		3.25 LB	.292	$.9490
PEARS, HALVED, CANNED	00-616-0223	00-616-0223	NO. 10 CN		2.25 LB	.368	$.8280
PEAS, GREEN, CANNED	00-127-9282	00-127-9282	NO. 10 CN		6.125 LB	.248	$1.5190
PINEAPPLE, SLICED, CANNED	00-170-5148	00-170-5148	NO. 10 CN		4.00 LB	.316	$1.2640
TOMATO, CANNED	00-582-4060	00-582-4060	NO. 10 CN		14.50 LB	.279	$4.0455
8920 - (NON-PERISHABLE)	8920-	8920-					
CEREAL, CORNFLAKES, COATED	00-272-8939	00-272-8939	IND CT		2.00 LB	1.484	$2.9680
FLOUR, WHEAT, GEN, PURPOSE	00-140-7749	00-140-7749	50 LB BG		37.50 LB	.181	$6.7875
NOODLES, EGG	00-126-3388	00-126-3388	5 LB CT		3.00 LB	.580	$1.7400
RICE, PARBOILED	00-530-2185	00-530-2185	10 LB BG		3.00 LB	.320	$.9600
SPAGHETTI	00-125-9441	00-125-9441	10 LB CT		3.00 LB	.380	$1.1400
8925 - (NON-PERISHABLE)	8925-	8925-					
SUGAR, GRANULATED (CONUS)	01-059-5270		100 LB BG		31.25 LB	.252	$7.8750
SUGAR, GRANULATED (OVERSEAS)		01-059-4084	10 LB BG		31.25 LB	.000	$.0000
8930 - (NON-PERISHABLE)	8930-	8930-					
JAM, STRAWBERRY (CONUS)	00-197-1917		2 LB JR		1.875 LB	.645	$1.2094
JAM, STRAWBERRY (OVERSEAS)		00-559-8307	NO. 2 1/2 CN		1.875 LB	.000	$.0000
JELLY, GRAPE (CONUS)	00-127-3079		2 LB JR		1.875 LB	.455	$.8531
JELLY, GRAPE (OVERSEAS)		00-543-7607	NO. 2 1/2 CN		1.875 LB	.000	$.0000

Figure 3-12. Basic Daily Food Allowance Computation.

PREPARED 79 JUL 02 ITEM INVENTORY LISTING AS OF 79 JUL 01 PCN UH166C120

NATIONAL STOCK NO.	INGREDIENT	RECIPE PRICE	RECIPE UNIT	BALANCE	UNIT PRICE	TOTAL VALUE $
8905000805325	KNOCKWURST	$1.810	LB	-------	$1.81	------
8905000805805	POLISH SAUSAGE	$1.320	LB	-------	$1.32	------
8905000825733	FISH PORTIONS COD OR HADDOCK	$1.400	LB	-------	$1.40	------
8905001263393	HAM PEAR SHAPE	$1.410	LB	-------	$1.41	------
8905001264053	SALAMI	$1.000	LB	-------	$1.00	------
8905001268743	PORK SPARERIBS 8743	$1.520	LB	-------	$1.52	------
8905001278474	FISH FILLETS HADDOCK	$1.450	LB	-------	$1.45	------
8905001335884	BEEF SHORT RIBS	$1.400	LB	-------	$1.40	------
8905001335885	BEEF GRILL STEAK REG #6587	$3.750	LB	-------	$3.75	------
8905001335886	BEEF BONELESS OVER ROAST GOOD GR #6584	$2.330	LB	-------	$2.33	------
8905001335887	POT ROAST	$1.780	LB	-------	$1.78	------
8905001335889	SWISS STEAK	$2.670	LB	-------	$2.67	------
8905001398481	ITALIAN BREADED VEAL STEAK LP	$1.920	LB	-------	$1.92	------
8905001640485	FISH FILLETS PERCH	$1.560	LB	-------	$1.56	------
8905001640490	FLOUNDER	$1.780	LB	-------	$1.78	------

PCN UH166C120

Figure 3–13. Item inventory listing.

RECIPE NAME: N29-3 CHEESY BACON BURGERS — PORTION: 1 BURGER

NSN	INGREDIENTS	QUAN/100	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
3192	BEEF PATTIES W/SOY	20,000	1.500	30,000				
0993	CHEESE AMERICAN	5,000	1,500	7.500				
1592	BACON	5,000	1.000	5,000				
5168	HAMBURGER ROLLS	10,000	.550	5,500				
TOTAL FOOD COST/100 PORTIONS				48.000				
FOOD COST/PORTION				.480				
ADDITIONAL COST 10 %	SUBTOTAL		1.048	.528				
SELLING PRICE/PORTION (Rounded)				.50				
DATE AND INITIALS			WAN86	LRS				

AF FORM 1212 APR 82 PREVIOUS EDITION WILL BE USED. ALACS ITEM PRICING

Figure 3–14. Sample, AF Form 1212.

8. What does the 10 percent surcharge cover?

9. How far do you round off the selling price/portion block?

10. When must AF Form 1212 be updated and why?

037. State why and how you complete AF Form 1213.

ALACS Price Reduction Record. AF Form 1213, ALACS Price Reduction Record (fig. 3-15) records any selling price used below the normal RAMPS selling price. To fill it out, you insert the date and meal for each price reduction entry in the left hand columns. Enter the item name in column A. In column B enter the normal RAMPS price. Enter the reduced selling price selected in column C. Calculate the percentage that the reduced price represents of the RAMPS price in column D. Sign column A (as the dining facility supervisor), authorizing the price change. Enter number of portions served—including cash and charge (SIK) sales at the reduced price in column F. Get the number from the cash register report at the close of the meal period. In column G, use the remarks column for such data as whether the item was left over or a forced issue and for any additional explanation. At least once a month, the FSO must sign in the signature block after reviewing all entries on completed forms to certify that price reductions were not used excessively or improperly. File AF Form 1213 with other Food Service records for the month.

Exercises (037):

1. What is the purpose for AF Form 1213?

ALACS PRICE REDUCTION RECORD

DATE	MEAL	ITEM A	RAMPS PRICE B	REDUCED PRICE C	% D	D.H.S. SIGNATURE E	PORTIONS SOLD F	REMARKS G
1/18	LUNCH	BBQ CHICKEN	1.00	.50	50	K Quel	10	

AF FORM APR 81 1213

Figure 3-15. Sample, AF Form 1213.

2. What goes in column D of AF Form 1213?

3. Who must review AF Form 1213?

3-2. ALACS Cash Registers

Due to the number of different cash registers used in the ALACS facilities Air Force wide, we'll discuss this topic in general terms, sticking with areas common to all cash registers. We will use the Data Terminal 400 for our example of reading the cash register tapes. Just keep in mind the tape reports are similar to all the cash registers.

038. State what functions a cash register needs for the Air Force ALACS program.

Physical Features. The ALACS cash register is a very important part of the A la Carte System (ALACS). Since it replaced the collection sheets needed in SCAMS, it must be dependable. It must be an independent, programmable register with a memory and logic capability. Its memory must not be affected by power surges or power outages. It should have an illuminated sales display for front and back. It should have an add-on capability to be adaptable to future changes in the ALACS. It should also have an automatic change drawer. The register tapes must supply a customer receipt and audit reports. The printer must be able to print numbers and letters for descriptive data, prices, quantities, dates, times, etc. It must print voids, overrings, and underrings for auditing purposes. It must allow other items to be entered while the printer is printing so that the cashier doesn't have to wait for the printer to stop before ringing up the next item.

The keyboard must have at least 70 preset menu item keys, allowing at least 100 menu items in memory. Pressing a key must automatically recall the price and symbol for that item and cause the printer to print the information. The keyboard must have a ten-digit numbered keyboard to program prices, enter codes and ID numbers into the computer, and to multiply an item when more than one of the same item is selected. The key caps must be clear, legible, and easily removed to change an item key. These keys are called *transactional* keys because they are used in monetary transactions. The register must also have *functional* keys for total, subtotal, cancel, void, deleted, feed, seconds, no meal, surcharge, contractor, miscellaneous, and at least 10 credit keys for SIK categories. They are called functional keys because they handle the mathematical functions of the register (fig. 3-16).

Key lock controls are keys that lock and unlock certain functions of the cash register. The registers should have one key to control the cashier's functions and one to control the manager's functions. Some of the cash registers in the field right now don't meet these minimum requirements. They will eventually be phased out and replaced by newer, more advanced ones. Remember, these are the minimum requirements for ALACS cash registers. Some registers may exceed them.

Exercises (038):

1. What type of memory should an ALACS cash register have?

2. Why should an ALACS cash register have an add-on capability?

3. What type of register tapes are required?

4. Why must the register be able to ring up items while the printer is still printing?

5. How many preset keys does a register need?

6. Why does the register need a 10-digit keyboard?

7. What are transactional keys?

8. How many credit keys does a cash register need?

9. What are functional keys?

10. What's the purpose of key lock controls?

039. State what program areas ALACS cash registers have and when programming is necessary.

Programming Cash Registers. As we said earlier, different types of cash registers are used in ALACS. Your 3- and 5-level CDCs discussed the Data Terminal 400 electric cash register. We will speak in more general terms, trying to cover areas similar in all the registers. Registers can have program changes in date, time, prices, and item description (name). These functions all fall under the

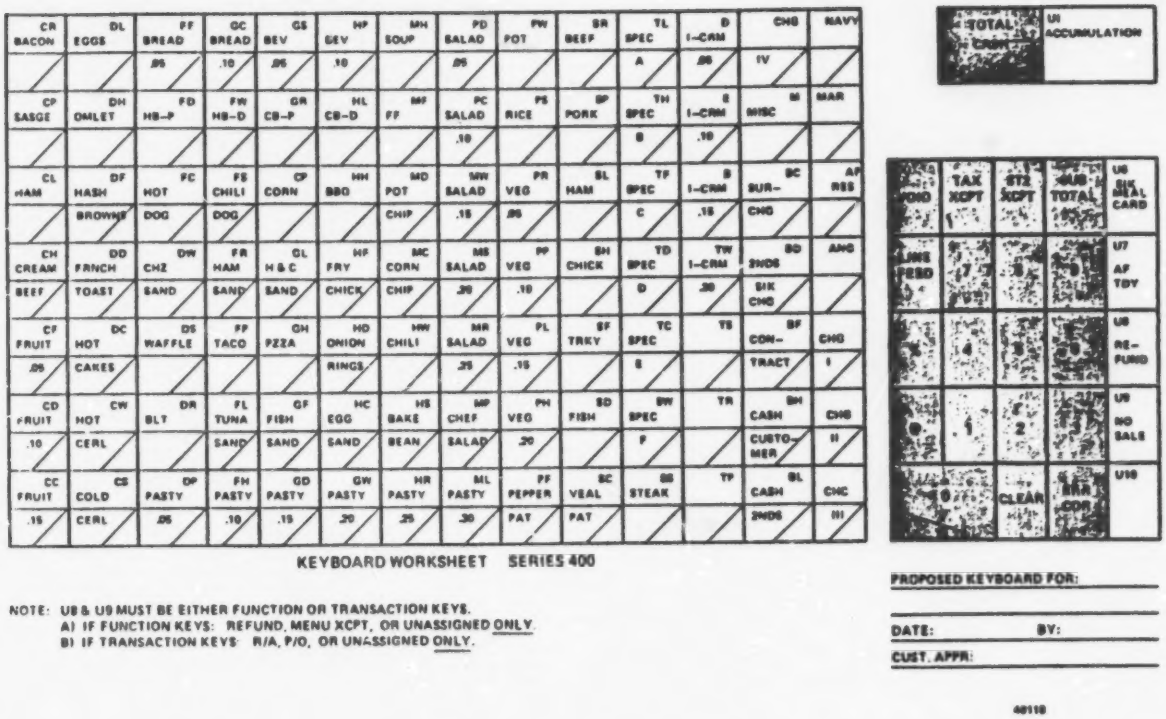

Figure 3–16. Cash register keyboard.

manager's controls. Changing date and time is usually not required. Most cash registers have time and date clocks programmed into them. The only time you may have to program time and date is in the event of a power failure, when you first set up the register, when the number of days in a month fluctuates (February), or when you switch to or from daylight savings time.

Price changes and item description changes are done before the start of the meal. The prices are programmed into the register by referencing the prices on AF Form 662, Food Service Production Log, and referring to the cash register operating instructions. The only prices and descriptions changed daily (or even from meal to meal) will be main entrees. The register's preset keys should cover the different priced drinks, starches, vegetables, salads, etc.

As the dining hall supervisor, you're responsible for all program changes, but the actual programming is usually done by the senior cook or shift leader, following the manufacturer's instructions. The programming functions are controlled by the management functions key lock control. In other words, programming can only be done using the manager's register key. This key should only be used by you, by the shift leader, or by the senior cook. The cashiers should not have access to this key, because it can be used to delete and change readings in the register. The manufacturer's instructions for your register will give step-by-step instructions on all programming.

Exercises (039):

1. In what areas can ALACS cash registers receive program changes?

2. Under what circumstances would you need to reprogram time and date?

3. When are price change and description changes made?

4. What reference materials are required to change prices?

5. What items have price and description changes daily or from meal to meal?

6. Who is responsible for all program changes?

7. Who usually does the actual programming?

8. What controls all programming functions?

9. Why must cashiers not have access to the programming function?

CHAPTER 4

Miscellaneous Food Service Functions

MISCELLANEOUS food service functions include the food service areas that don't really fit into the areas we have covered. They do, however, contribute to your ability and knowledge for supervisory work. We will cover your responsibilities in food quality, sanitation, storeroom procedures, weights and measures, and facility evaluations. Let us start with food quality.

4-1. Armed Forces Consumer-Level Subsistence Appraisal Program

The Air Force consumer-level subsistence appraisal program (AFCLSAP) is conducted by Air Force food, commissary, and medical food inspection activities at base or consumer level to determine consumer acceptance, Food Service adaptability, and to evaluate product characteristics with specifications and other purchasing documents. The primary goal of Food Service is to satisfy the customer. The program and food product specifications are of prime importance. The consumer level quality audit program is our most comprehensive consumer advocate program that deals directly with the quality of food in Air Force dining facilities. A consumer is a person who uses goods or services to satisfy needs; an advocate is one who speaks, writes, pleads, or supports another's cause. Food service personnel are consumer advocates in evaluating responsiveness to customer needs and command requirements, coordinating hours of operation with responsible officials, recommending policy or procedural changes to improve operations, etc. How do we meet our responsibilities as consumer advocates? Everyone, through experience, will develop a personal approach for pleading the consumer's case. Some of the mechanisms or procedures that help us are AFCLSAP, suggestion boxes, personal contact with customers, installation menu planning boards, taste testing, and advisory councils.

040. Point out AFCLSAP violations in hypothetical cases.

Principles of AFCLSAP. Suggestion boxes, menu planning boards, hot lines, etc., are all excellent means of opening communication channels between Food Services and its customers; but as we said, AFCLSAP is the most comprehensive consumer advocate program that deals directly with food quality. For detailed information on the AFCLSAP program, consult AFR 74-10, *Armed Forces Consumer Level Subsistence Appraisal* and AFR 146-7.

Food Service Responsibility. The AFCLSAP program provides a system to audit and evaluate selected subsistence items in the DOD Food Service inventory. It audits the quality and condition, Food Service adaptability, consumer acceptance, packaging and packing, and compliance with specification requirements. It provides feedback data on subsistence items used by the DOD. It documents and reports unsatisfactory subsistence items. It provides a means for analyzing feedback data. It serves as a foundation for technical action to maintain and improve the quality and serviceability of current and future subsistence items. It serves as a management tool for optimum food quality, maximum use of all subsistence, and dollar saving. It gives the consumer a method to voice an opinion on the quality of specific food items.

The food service officer must set up a plan to teach all food service personnel the purpose of AFCLSAP. On Air Force bases with more than one facility, the FSO chooses one appropriated-fund dining hall in which to do the AFCLSAP. The FSO makes sure that the selected item is ordered and available for audit during the scheduled month, and then contacts the local commissary manager and medical food inspector to establish mutually agreeable dates for the evaluation. Before checking an item, the FSO and dining hall supervisor must read the questionnaires to find the right dates and the right items for evaluations. The FSO makes sure that the medical food inspection office does the item inspection before the cooks prepare the food. The FSO explains the reasons for the test, the rules to use, and the preparation method to the cook in charge of the test. To make sure that adequate facts are gathered, the FSO supervises the test and the completion of the Air Force Form 2062 by the cook. The FSO uses consumer questionnaires when they are required by HQ AFESC. Procedures must be established to distribute and collect these questionnaires during the meal on which the audit is conducted. The information is not meaningful if food service personnel answer the questions. The FSO maintains a subsistence quality assurance file to retain product characteristics on authorized food items.

The food service officer supports the AFCLSAP by completely answering Food Service questionnaires, as provided by HQ AFESC, after subsistence item evaluation. The final audit of each item depends upon the thorough completion of each questionnaire. Each base receives one set of questionnaires each quarter. AF Form 2062 is completed in two copies each month of the quarter. One copy must be kept on file at the base food service office and one copy is sent to the major command. The FSO must satisfy the consumer by using quality food specifications. The following situations demonstrate the way Food Service can help you improve subsistence items and, consequently, consumer satisfaction.

If the consumer is satisfied and the subsistance item meets specifications, you must complete the AFCLSAP Food Service questionnaire. Should the replies indicate the item is satisfactory, changes to the specification are not required. *If the consumer is satisfied but the item does not meet specifications,* Food Service responsibilities are to complete AF Form 2062, get in touch with the medical food inspector, and complete DD Form 1608, Unsatisfactory Material Report (Subsistence) (UMR). *If the consumer is not satisfied but the item meets specifications,* Food Service must complete AF Form 2062 (with emphasis on the food characteristics that don't satisfy the consumer) and complete the UMR. *If the consumer is not satisfied and the item does not meet specifications,* Food Service must complete AF Form 2062, get in touch with the medical food inspector, and complete the UMR. Of these four situations, only the first is desirable. The other three are not desirable and require changed specifications or removing the subsistence item from the supply system, depending on the information obtained through AFCLSAP.

Medical Food Inspection Responsibility. The base medical food inspection staff assists in evaluating the subsistence audit items by interpreting the technical parts of food specifications so food service personnel are aware of the desired quality characteristics. The medical food inspection office completes a separate part of the program each quarter, involving primarily the technical aspects of the products and the specifications. Bases without medical food inspection capability may get help from HQ AFESC/DEHF.

AFCLSAP Purpose and Terminology. A subsistence management program depends solely on a systematic audit conducted by the Air Force food service and medical food inspection personnel at base or consumer level (AFR 74-10). Its purposes are to determine consumer acceptance, Food Service adaptability, and to measure product characteristics with specifications and other purchasing documents. *Subsistence audit items* are food items used in the Air Force dining halls designated by HQ AFESC for evaluation by participating installations during a specified fiscal year quarter. AFESC may designate *alternate subsistance audit items* for installations that don't use the regular subsistence audit items. The *Food Service questionnaire* is provided by HQ AFESC and answered each month by base food service personnel. AF Form 2062, *COLEQUAP Audit* (fig. 4-1), is the answer sheet used by the cook actually preparing the food for serving, during the meal it is served. The *consumer questionnaire* is provided by AFESC/DEHF and answered each month by base personnel.

Exercises (040):

1. On a visit to your food service staff office, you notice one of the clerks hastily filling in squares on AF Form AFCLSAP Audit. What primary AFCLSAP principle is being violated? How should it have been done?

2. What is the responsibility of Food Service if the consumer is satisfied with an item being audited, but the item does not meet specifications?

3. Amn Ann Holcombe is to peel and eye 100 pounds of fresh potatoes for French fries for the dinner meal. She finds that she actually has to peel and eye 160 pounds due to deterioration of the potatoes. What should you do as food service supervisor under the AFCLSAP program?

041. State your responsibilities as a supervisor for conducting the AFCLSAP audit.

Supervising the AFCLSAP Audit. As you well know, the supervisor doesn't actually complete the COLEQUAP audit, but you do have a monitoring role. Before the audit, explain to the cook the procedures to use and the preparation method for the food item. For example, point out product characteristics so that there is no doubt as to how much fat is allowable, piece size, etc. To ensure proper results, observe the cook make the evaluation and complete the questionnaire. You'll fine all instructions to prepare and fill out the questionnaire and the audit form in the front of the COLEQUAP questionnaire. It is vital that you coordinate the proposed date of the evaluation with the base medical food inspectors. Call the Air Force engineering and service center and set up a mutually agreeable date for the audit. After the completion of each monthly evaluation, make a copy of the page of product characteristics (quality guarantee) found in the questionnaire for each dining hall. Each dining hall must give you product information to evaluate issue products. Use this information whenever you are concerned about quality of raw food, training cooks, or conducting routine evaluation of subsistence items used in the dining hall. A copy of the Food Service audit (COLEQUAP), AF Form 2062 (fig. 4-1), follows each questionnaire for the item being audited during a specified month. All answers to questions are recorded on this form. The questionnaire asks questions about the item dealing with the color, texture, smell, and physical makeup of the product before cooking; the appearance flavor and yield of the item after cooking; and the general customer acceptability of the product. Here is an example of the type of questions the COLEQUAP questionnaire will ask:

1. What is the approximate plate waste for breakfast bacon?

   a. 2 percent.
   b. 5 percent.
   c. 10 percent.
   d. 20 percent.
   e. More than 20 percent.

When the cook is answering the questions, make sure he or she puts only one response in the block on AF Form 2062. The question number must correspond to the block

COLEQUAP AUDIT

PRODUCT	MONTH	QUARTER
BEANS GREEN	OCTOBER	1 FY 86

CONTRACTOR	CONTRACT NUMBER
COLD SHOULDER MEAT PACKING 1401 IVANHOE EAU CLAIRE E. WISCOSIN	
FROM (Installation & MAJCOM)	**LOT NUMBER** / **DATE OF PACK**
LOWRY AFB TC	**UNIT PRICE**

CARD 1

BASE CODE			
1	2	3	4
		5	1

NATIONAL STOCK NUMBER												
5	6	7	8	9	10	11	12	13	14	15	16	17
8	9	1	5	0	0	7	8	2	3	5	0	8

DPSC-PIIN/RECIPE NUMBER						
18	19	20	21	22	23	24
	Q	-	4	5	-	1

			DEPOT CODE			CONTRACT CODE NO.			LOT NUMBER						LOT SIZE									LOT UNITS	
25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

DATE PACKED				DATE RECEIVED				DATE OF PREP/AUDIT			
51	52	53	54	55	56	57	58	59	60	61	62

CARD 2

1 0	2 3	3 1	4 3	5 4	6 2	7 1	8 2	9 1	10 1	11 2	12 4
13 3	14 2	15 1	16 3	17 2	18 3	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60

REMARKS

SIGNATURE AND TITLE OF EVALUATOR	AUTOVON NO.	DATE PREPARED
SIGNATURE AND TITLE OF VALIDATING OFFICIAL		DATE VALIDATED

AF FORM JAN 80 2062 PREVIOUS EDITION IS OBSOLETE

Figure 4-1. Sample, AF Form 2062.

number listed in card 2 of AF Form 2062 (fig. 4-1). Let's say the answer to question 1 is 20 percent. 20 percent is answer d of question 1. The cook would write the number of the answer in the box to the left of the question number in card 2 of the COLEQUAP audit, so card 4 would go in the box next to card 1. Ensure the cook answers all questions and marks an honest response on the AF Form 2062. If there is a question left unanswered the whole audit is invalid. The questions should be answered during the preparation, cooking, and serving processes. If 10 questions are asked on the questionnaire, only the first 10 blocks of card 2 will have answers in them. The other block will be left blank.

Be sure the form's heading is filled out correctly. Check to make sure the cook filled in the correct product name, month, and quarter in their appropriate blocks. The contractor block should contain the name and address of the company that made the product. This information should be somewhere on the item's package. The installation block should contain name of installation, state or county it is in, and the MAJCOM.

Card 1 should have only blocks 1 through 25 filled in, blocks 26 through 62 will be filled in by AFESC. Base codes are listed in the questionnaire. National stock number is found in C8900PL. The recipe number is self explanatory. All entires must be placed in the blocks so that the last number of the entry is in the last block. See figure 4-1 for correct format. All blocks that have no numbers are left blank. If you used your own recipe, enter "X" in the last five blocks of the recipe number area and give the recipe name in the remarks section of the AF Form 2062.

Items scheduled for audit must be tested during the specified month of the quarter, so each activity must evaluate one item per month (October, November, December). If the scheduled item is not being evaluated, answer only the first question for that item. This furnishes information to tell why an item is not being used and tested.

The audit form must be completed in two copies each month of the quarter. Keep one copy on file at the food service office, and forward one copy to the major command. Complete AF Form 3002 in pencil, check it for accuracy, and forward it and the questionnaire to the food service staff office.

Exercises (041):

1. What must you do before the COLEQUAP audit starts?

2. With whom must you coordinate the date of the evaluation?

3. Why must each dining hall set up a subsistence quality assurance file?

4. What kind of questions does the COLEQUAP questionnaire ask about an item?

5. Why should you see that the cook does in answering the questions on AF Form 2062?

6. Where do you get the information for the contract block in the heading of AF Form 2062?

7. What blocks of AF form 2062, card 1, does the cook fill out?

8. How are entires in card 1 of AF Form 2062 positioned?

9. What should you do with the COLEQUAP audit if an item designated to be audited will not be audited?

10. In how many copies must AF Form 2062 be completed?

042. State when and how to report unsatisfactory subsistence.

Unsatisfactory Subsistence. Unsatisfactory material has adverse economic impact, disrupts food service operations, and quite often results in dissatisfied customers. Reporting unsatisfactory conditions is vital to the worldwide Air Force Food Service program. Unsatisfactory subsistence is any food that does not serve its intended purpose, therefore causing inconvenience, patron complaints, or monetary problems. Unsatisfactory conditions may include contamination, low quality, incorrect portion size, poor packaging, etc. If you decide that a subsistence item previously accepted is not satisfactory, report the matter to the installation medical food inspector explaining the conditions. The medical food inspector inspects and evaluates the product according to applicable food specification and makes a recommendation. Food Service does not have to agree with the specification, as the specification may be silent regarding the unsatisfactory conditions or may contain insufficient quality control. Food that the medical food inspector finds not fit to eat or not acceptable is reported on AF Form 129, Tally In/Out. It is then released for disposal action.

Unsatisfactory Materiel Reports for Subsistence. If food is found not fit for its planned use (not fit to eat or not

fit for use as planned in the menu) due to conditions that can be changed at the base, the responsible officer must act to change the way things are done so the problem will not take place again. If the condition is due to factors beyond base control, like failure of the food to met specification requirements or failure of the specification to adequately protect against the condition, a UMR must be prepared.

Use DD Form 1608, Unsatisfactory Material Report (Subsistence) (fig. 4-2) to report all unsatisfactory products; don't circumvent the process by making local purchases. Reporting unsatisfactory subsistence helps your base and other bases as well. HQ AFESC has the authority to make corrections through the US Army NATICK Research and Development Laboratories and the Defense Personnel Support Center. AFR 146-7, *Food Service Management*, provides guidance and instructions for reporting and controlling unsatisfactory subsistence. Food service personnel are the only persons to examine and handle each piece of food after processing, and they're the only ones who have daily contact with dining facility patrons. As a result, high standards of Food Service become their responsibility. The maintenance of high Food Service standards depends on receipt of good raw materials. The FSO and the medical food inspector prepare the UMR (original and 7 copies), sending the original and 5 copies to HQ AFESC/DEHFQ and an information copy to the command. If qualified medical food inspection personnel are not available, the FSO completes the report figure 4-2. The cause of the unsatisfactory conditions is easier to find when all the information is included in the report, but if all of it isn't available, we can start the ball rolling with the addressee (block 1), the submitting activity and installation (block 3), the item nomenclature and NSN (blocks 4 and 5), the contractor's name and address (block 7), the contract number (block 11), the description of complaint (block 17), and the preparer's name, telephone number, and signature (blocks 19 and 20).

If a subsistence item is not satisfactory and additional food items are issued to replace or supplement the original subsistence item to complete the meal, the additional cost may be charged as excess cost. A copy of the UMR in support of excess cost must be certified by the services officer or unit commander and sent with AF Form 1119 for that month.

Exercises (042):

1. What form is used to report all unsatisfactory subsistence?

2. Which publication governs reporting unsatisfactory subsistence?

3. What is Food Service's responsibility concerning unsatisfactory material?

4. Who prepares UMRs, in how many copies?

5. When is it easiest to find the cause of unsatisfactory subsistence?

4-2. Menu Planning

The importance of menu planning cannot be over stressed. Experience tells us that the success of a food service operation is directly related to the acceptability and manageability of the menu. The menu is the road map that sets the course for the total management approach to supply, preparation, manpower, and equipment. The USAF worldwide menu is a basic 30-day-cycle menu published and distributed annually by HQ AFESC/DEHF. In most Air Force dining facilities it can be used as published or with minor changes. Copies of the menu should be made available in each dining facility.

The local menu is prepared by the dining facility supervisor on AF Form 662, Food Service Production Log, for a particular meal on a given date. You don't simply make up this menu from the stock of food on hand; it should follow the USAF menu reviewed and approved by the installation menu board to cover meals for each day of a given month. Let's look briefly at the various levels of menu planning.

043. Cite the menu planning responsibilities of the Air Force engineering and services center and the installation menu board.

AFESC. The menu planning responsibilities of the Air Force engineering and services center/food management personnel are many. They include planning and developing the US Air Force worldwide menus and the recapitulation of menu issues. They also make sure the *annual food plan* and US Air Force worldwide menu meet the nutritional needs of AFR 160-95, *Nutritional Allowances, Standards, and Education*. Other duties include writing recipes for foods that aren't in AFM 146-12, Volume 1, *Armed Forces Recipe Service*, and Volume 2, *Index of Recipes*, directing menu revisions based on long or short food stock levels, and making sure the US Air Force worldwide menu does not cost more than the BDFA at the time it is planned.

The US Air Force worldwide menu is a basic 30-day cycle menu published and distributed annually as a pamphlet to installations, with one copy for each food service facility. All food service personnel should study the USAF menu to learn about the availability of specific food items in a given period, nutritional level of the menu, and

UNSATISFACTORY MATERIAL REPORT *(Subsistence)*	SEE INSTRUCTIONS ON REVERSE SIDE	1. DATE PREPARED *(YYMMDD)*

2A. NAME OF RECEIVING ACTIVITY	3A. NAME OF ORIGINATING ACTIVITY
2B. ADDRESS *(Include Street, City, State and ZIP Code)*	3B. ADDRESS *(Include Street, City, State and ZIP Code)*
4A. ITEM NOMENCLATURE	4B. SIS EVALUATION ☐ YES ☐ NO
5. NATIONAL STOCK NUMBER	6. SPECIFICATION NUMBER / IMPS NUMBER
7A. NAME OF CONTRACTOR	8. SOURCE OF SHIPMENT *(Depot, Distribution Point, Direct Vendor Delivery, etc.)*
7B. PLANT ADDRESS *(Include Street, City, State and ZIP Code)*	

9. CONTRACT NUMBER	10. CONTRACTOR LOT NUMBER	11. PRODUCT CODE	12. DATE OF PACK *(YYMMDD)*
13. REQUISITION NUMBER	14. DATE SUPPLIES RECEIVED *(YYMMDD)*	15. SIZE OF LOT / SHIPMENT: A. CASES; B. UNITS	16. QUANTITY ON HAND

FOR ALL USERS *(Food Service, Commissary, Veterinary, Troop Issue Subsistence, Etc.)*

17. NARRATIVE DESCRIPTION OF UNSATISFACTORY QUALITY AND IDENTIFICATION OF DEFECTS

18. RECOMMENDATIONS

19A. NAME OF VERIFYING OFFICIAL *(Last, First, MI)*	19B. GRADE	19C. SIGNATURE
19D. TELEPHONE NUMBER *(A-AUTOVON C-COMM.)*	19E. TITLE	19F. DATE *(YYMMDD)*

INSPECTION RESULTS *(When appropriate, report can be forwarded by users without this section being completed)*

20A. TYPE OF EXAMINATION	20B. INSPECTION LEVEL	20C. AQL	20D. CLASS OF DEFECT	20E. ACCEPTANCE NUMBER	20F. REJECTION NUMBER	20G. SAMPLE SIZE	20H. NUMBER OF DEFECTS OR DEFECTIVES	20I. SAMPLE UNIT

21A. TYPED NAME OF AUTHORIZED INDIVIDUAL PERFORMING INSPECTION *(Last, First, MI)*	21B. GRADE	21C. SIGNATURE
21D. TELEPHONE NUMBER *(A-AUTOVON C-COMM.)*	21E. TITLE	21F. DATE *(YYMMDD)*

DD Form 1608
82 SEP

EDITION OF 1 APR 77 IS OBSOLETE

Figure 4–2. DD Form 1608.

the ingredient list, which outlines the food quantities per 100 customers prescribed for each daily menu. There are certain responsibilities that should be met before the menu planning board meets.

The FSO gives the commissary projected headcounts for regular, shortorder, and other services. The most current copies of AFP 146-16, *Recapitulation of Menu Issues for United States Air Force Worldwide Menu*, and AFP 146-17, *United States Air Force Worldwide Menu*, have been reviewed and proposed changes made. The FSC-8900 stocklist, DPSC, AFFCOMS, and HQ AFESC/DEHF supply information data for additional reference. It is very important to use only standardized subsistence items in AFP 146-16, FSC-C8900-SL, or authorized by HQ AFESC. If there's a valid requirement for a nonstandard food item send a request for standardization or approval to HQ AFESC/DEHF. Required changes to the menu should be incorporated due to supply problems (excesses, shortages, aging stock, etc.) The revised menu should meet all the nutritional requirements of AFR 160-95 without exceeding the BDFA.

The FSO coordinates with the commissary representative at least 120 days before implementing new or major changes that require new food items or changes in existing food items. He or she should make sure that food items and quantities requested by Food Service (in writing) are used before any actions to delete any items. The FSO makes sure that AFM 146-12 is up to date, complete, and is used for food preparation.

Installation Menu Board. The base commander establishes the installation menu board, making sure that all food service activities comply with the USAF worldwide menu issues. The commander selects the board members and ensures that the installation menu is within the monetary value of the local BDFA. The board meets monthly (at least 60 days for CONUS and 120 days for overseas before the month the menu will be served) at the direction of the chief of services. They review and revise menus, plan utilization of excess stocks, discuss NIS substitution, program evaluation of new food items directed by AFSEC, make sure that the items to be audited for COLEQUAP are available, and make other required changes. Let's see who the board members are and what their responsibilities are.

The *chief of services* acts as the board chairman, presides at meetings, and sees that the overall food service mission is conducted in a professional manner. The *food service officer* serves as recorder and coordinates actions to make sure the board's responsibilities are met. The FSO keeps record of board actions (including revised issue rates, frequencies, additions and deletions to the menu, and revisions to the condiment list), with the reason for each change. Within 5 workdays after the menu board meeting, the FSO sends the revised recapitulation of menu issues to the commissary, notifying them of additional changes made after sending the menu and recapitulation. The FSO coordinates with the commissary all changes to the menu that affect subsistence requirements. The FSO sends a copy of the board minutes through channels to HQ AFESC/DEHF, where they are reviewed for input to long range planning and management of menu development for Air Force troop food service worldwide and for input to policy development on operational matters related to dining facility management. The minutes are kept on file at HQ AFESC/DEHF for 6 months as a part of the menu management information system.

The minutes must include the date and place of the meeting, the attendees, and the board actions based on additions and deletions to AFP 146-17 to meet enlisted personnel preference or to incorporate changes do to supply problems (excesses, shortages, aging stock, etc.), revised issue rates, or planned ethnic and specialty meals.

Exercises (043):

1. Who develops the USAF worldwide menu?

2. Who chairs the installation menu board?

3. Who establishes the menu planning board on base?

4. What is the normal menu cycle for the worldwide menu?

5. How soon after the menu planning board must the FSO send the revised recapitulation of menu issues to the commissary?

6. How does AFESC/DEHF use the base menu planning board minutes?

7. How long does AFESC/DEHF keep the base menu planning board minutes?

044. State how menus are prepared, adjusted, and revised.

Menu Preparation. A good menu is a nutritionally balanced variety of compatible food items that are in keeping with customer preferences. AFP 146-17 is the management tool for multiple choice menus, and your menu planning must start with it. Your menu should have at least the same variety and number of entrees as AFP 146-17, which is within the nutrition standards in AFR 160-95, *Nutritional Allowances, Standards, and*

Education. Nutritional adequacy of each meal is developed using a variety of compatable food items. Revisions to AFP 146–17 should preserve the nutritional adequacy of the menus while supporting your requirement to meet local acceptability and financial considerations.

To prepare a successful menu, you must consider nutritional adequacy, acceptance, and practicability. Since the main function of food is to support life and growth and to maintain health and vitality, the *nutritional adequacy* of the diet is of primary importance to the menu maker. The daily menu must include enough food from each of the 17 food groups. To be sure that your menu is adequate in nutritional value, it is best to send copies to the nearest military hospital, where medical dieticians can check them against the official dietary requirements for that region.

The average person knows little about nutrition. Your patrons' acceptance of food is dictated by taste, size of appetite, and habit. Since the average person often won't accept needed foods unless they are appealing, your menu must offer highly nutritious foods that also appeal to the senses of taste, smell, and sight. Variety in taste, color, and texture is the keynote of food appeal. Within the limits of adequacy and practicability, meals should appeal to the known preferences of the majority of the people to be fed. No matter how nutritious and attractive, a menu is not completely adequate unless it is *practical;* its cost must be within the established daily food allowance. If the value of the allowance is 3 and you are to feed 100 customers, the cost of the food items on the menu should not exceed 300. (The daily food allowance is the quantity of subsistence of one person for 1 day.) *Practicability* also means that food items on the menu are readily available and adaptable to preparation in quantity, in the time allowed, and with the equipment available. You must also consider your cooks' ability to prepare the dishes and the availability of proven recipes for such dishes.

Menu Revision. After the installation menu board has revised the USAF worldwide menu so that it meets the base requirements, a copy is given to each dining hall supervisor. The revised menu will seldom need any further changes unless some unexpected emergency arises. There are currently only eight authorized reasons for revising your planned menu:

(1) Expand the menu to satisfy personnel preference.

(2) Substitute for ingredients that aren't available.

(3) Use excesses.

(4) Change preparation methods.

(5) Provide authorized choices on days of strict religious abstinence.

(6) Incorporate ethnic and specialty meals.

(7) Incorporate new food test items as directed by the AFESC/DEHF.

(8) Increase variety if menu cost remains within the BDFA.

Food Service is responsible for providing an appealing variety of foods to support preferences and nutritional needs; selecting a balanced diet is the consumer's responsibility. Eye appeal and presentation for the serving line are important when you make menu changes. Consider the color, flavor, shape, and texture. Variety is essential. When you change the selections in AFP 146–17, avoid repetition. When you offer foods of limited popularity, prepare them in small quantities, following the guidelines in the foreward to AFP 146–17. Ethnic and specialty foods provide excellent variety in the menu. Serve foods popular to the local region or country in addition to routine specialty meals. Offer popular American foods for those who dislike unfamiliar foods, and provide low-calorie foods such as those on the sensible limited intake menu (SLIM) in AFP 146–17.

Exercises (044):

1. What are the three basic requirements for preparing a menu?

2. The daily menu must include enough of food from how many food groups?

3. You must offer highly nutritious food that appeals to what senses?

4. What do we mean when we say a menu must be practical?

5. You are the supervisor of a small facility. Your superintendent calls a meeting with very short notification. Your planned menu contains several complicated meat entrees, and the person who will be left to manage and supervise the real preparation is a newly assigned airman with virtually no cooking experience. Should you delete any items from the planned menu? Explain your answer.

6. Who is responsible for making sure patrons are eating a balanced diet?

7. What does the acronym *SLIM* mean?

8. List the reasons for menu revision.

045. State how to recap a menu.

Menu Recapitulation. A menu recapitulation (recap) is necessary for proper supply communication between your Food Service operation and the supporting commissary requisition clerk. It is the summary of your food requirements for the menus you plan to serve. The recap assures better service, reduces the number of not-in-stock items, and reduces the number of items in excess. The recapitulation of menu issues, AFP 146–16, is developed by HQ AFESC/DEHF as a companion to the USAF worldwide menu. It is a Food Service document as well as a commissary document. The recap lists the foods needed to cook and serve the worldwide menu meals for 100 customers. It is only valuable if you tailor it to your requirements through substitutions based on your feeding strengths and your local history of menu acceptability.

To revise AFP 146–16 to meet your needs, you start with the USAF Worldwide Menu, AFP 146–17, and completed AF Forms 662, Food Service Production Log. After changes are made to the menu, use the production log to transfer feeding strength to the menu. Include a breakout of the number of persons served for breakfast, lunch (with separate entries for short order and for the full menu), dinner, midnight meals, carryout, and other special meals. Use your menu history of acceptability and food preferences to enter the number of servings of each menu items and any seconds. Record on each day's menu any occurrences that may affect your Food Service operation (weather, visitors, special events or exercises, paydays, holidays, etc.). Change the number of servings into percentages. If, you served 425 people at breakfast and 282 took orange juice, that's 66 percent. This percentage is helpful in computing the number of servings you'll need for future meals, especially when the feeding strength changes.

Item and recipe changes to a daily menu mean that you'll have to change the subsistence quality listing in the recap. Otherwise, commissary stockage of troop support subsistence may be based on outdated consumption figures. Check all other items listed on the recap to be sure that all items are needed. Add or delete as necessary. Refer to the Armed Forces Recipe Service, AFM 146–12 for issue quantities per 100. Complete this recap revision for each menu item for each day, noting the items on the menu you plan to offer for seconds. Post all changes to the daily issues on the menu recap.

Give the commissary representative a copy of the revised recap at the menu board meeting. In CONUS this should be at least 60 days before the month of use, and in overseas 120 days before use. Your commissary must order dining hall food through the DPSC supply system, so the menu board meetings must be held early enough to meet DPSC delivery requirements. Continued communication with your commissary requisition clerk will help ensure you have the food on hand when you need it. At the monthly menu board meetings, give them an update based on supply additions or deletions, impacts on local events, and any projected changes. Give each dining all supervisor a copy of the revised menu and recap to help in requisitioning from the commissary.

Food managers must make sure that the storeroom person requisitions the same items and quantities that were listed on the revised recap and monthly updates; that only the dining hall supervisor authorizes additional changes to the revised menus; that the production log is done following instructions, agrees with the menu, and has all pertinent information recorded at the completion of each meal; and that everyone follows the standard recipes from AFM 146–12.

Exercises (045):

1. What is menu recapitulation?

2. Why is a menu recap necessary?

3. What factors should menu substitution be based on?

4. What do you need in conjunction with AFP 146–16 to compute subsistence requirement?

5. What are monthly updates to subsistence requirement based on?

4-3. Customer Service and Relations

Food Service is our business. The customer is the most important part of our operation and deserves nothing less than top quality service. How and where base personnel will eat depend on the knowledge, professionalism, experience, and standards put into practice by food service managers. Never underestimate the impact that good service has on the base mission! Along with the basics of our daily job, it is the responsibility of managers to develop sound customer relations. Professional pride in our

operations can easily be transferred to our customers by enthusiasm and "I care" philosophy.

046. Cite factors that promote good customer service and relations.

Customer Acceptability. Providing a variety of nutritional and popular foods in an attractive place is just a part of the overall effort to offer excellent food service to customers. Two of your goals as supervisor must be to satisfy your customer and, ultimately, to win acceptance of the food service staff as important professionals in the total Air Force structure. To gain the respect of your customers, your attention has to be focused on improving customer relations. Professionalism, flexibility, attention to detail, merchandising, and atmosphere all are important. Strive to go that one extra step to improve service. Take the time and effort to prepare, display and serve entrees that will stimulate customers' interests. Use special merchandising techniques that will make not only the food, but the whole operation, look good. In short, meet your customers' needs and stimulate their interest to keep them coming back.

Continue to change, to break monotony, and to upgrade the atmosphere of the facilities. What we may see everyday could be a customer irritant. A dining hall improvement committee may help provide an organized plan of improvement, while at the same time strengthening customer participation and understanding. Details that may seem insignificant can be important to customers (such as signs to let the customers know when meals are served, menu boards that are neat, accurate, and accessible to customers, and uniforms that reflect pride).

Make sure customer opinion forms (fig. 4-3) are available, and encourage their use. Complaints are never pleasant, but customer feedback will help the operation achieve top quality service. Answer complaints or questions expeditiously. Customers appreciate that personal touch in discussing their complaints. Be fair, and you can win customers, but resign yourself to the fact that some customers will complain, no matter how good the service. Don't let them discourage you from doing the best job possible.

Courtesy. Courtesy is essential in all our transactions with customers. The concept includes consideration and cooperation with others. Stress prompt, action, a friendly attitude, a pleasant manner, and a sincere desire to serve. Courtesy will promote goodwill and the desire of the customer to return. Practice the seven steps of courtesy: be alert, cheerful, and friendly; acknowledge the customer's presence, show interest in the customer,understand the customer's order, handle complaints patiently and quickly; don't make the customer wait unnecessarily; and make friends for Food Service. Create a favorable image of friendliness, courtesy, competence, and a sincere desire to serve. Remember, the customer is always right—even if you feel he or she is wrong. Professional food service workers refuse to let the customer get them upset by thoughtless remarks. If a customer approaches the serving line griddle with plate in hand and says, "These french fries are cold and greasy." The unprofessional worker might reply "Well, they were hot when I gave them to you!" The professional might say, "I'm very sorry, may I serve you a freshly cooked order?" If a customer peers through the sneeze guard of the hot food counter and sneers, "What kind of garbage do you have today?" The unprofessional worker might say, "Look, Meathead, if you don't like the food don't eat here!" The professional would more likely say, "Our special today is baked lasagna and the other choices are baked perch fillets or fried shrimp." The Food Service pledge sum up the dedication and professionalism of the true food service professional. This pledge is the code of conduct for thousands of Air Force professionals. The phrase "Dedicated to Professionalism - In quality and Service" says it all.

FOOD SERVICE PLEDGE

TO PROVIDE A DAILY MENU THAT IS VARIED AND NUTRITIOUS.
TO OFFER AT EACH MEAL, A VARIETY OF ENTREES, STARCHES, VEGETABLES, SALADS, DESSERTS, AND BEVERAGES.
TO OFFER A SHORT ORDER MENU.
TO GIVE PRIMARY CONSIDERATION TO AIRMEN FOOD PREFERENCES AND DESIRES.
TO PREPARE MEALS PROPERLY ACCORDING TO ESTABLISHED RECIPES IN AN EFFICIENT AND TIMELY MANNER.
TO USE PROGRESSIVE FOOD PREPARATION METHODS TO ENSURE THAT ALL FOOD IS FRESH AND TASTY.
TO SERVE FOOD AT THE APPROPRIATE TEMPERATURE IN A PLEASANT AND COURTEOUS MANNER.
TO PROVIDE AIRMEN A DINING ATMOSPHERE THAT REFLECTS AT LEAST COMPARABLE STANDARDS PARALLELING A GOOD COMMERCIAL OPERATION.
TO MAINTAIN THE HIGHEST STANDARDS OF SANITATION.
TO PROVIDE THE DEVOTION OF PROVIDING GOOD SERVICE TO OUR PATRONS FROM TOP MANAGEMENT TO THE DISHWASHER.

Publicity. One of the greatest assets for any manager is publicity. Letting our customers in on "what's happening" promotes an atmosphere of awareness and understanding. Publicize your operation, advertise special meals or programs, and explain new service or facilities. Use the media available to communicate what's going on in base Food Service. Establish a relationship with your base public affairs office to use the base newspaper for articles. Attend commander's calls and offer to be a guest speaker. Consider getting a "dial-a-menu" system, since you can make program announcements through this system also. Installation menu boards are an another excellent forum for briefing key representatives of the base Food Service initiatives. The name of the game is "toot your own horn" to develop customer awareness of plans, programs, and the mechanics of the food service operation. Use a combination of all media to market your operation. Keep in mind that the success of your operation depends on how the customers perceive the services. Those who strive to provide top quality service are rewarded with satisfied customers.

Exercises (046):

1. What three functions make up good customer service and relations?

FOOD SERVICE EVALUATION

MEAL EVALUATED

REGULAR ☐ BREAKFAST ☐ LUNCH ☐ DINNER ☐ MIDNIGHT ☐ BRUNCH

SHORT ORDER ☐ LUNCH ☐ DINNER ☐ TAKE-OUT

DINING HALL NUMBER/NAME

DATE

INSTRUCTIONS

Food Service management is striving to provide you with the best food and service possible. A fair and honest appraisal of the meal(s) and service you have received will assist Food Service in attaining this goal. Please complete this evaluation in an objective manner and return the completed form as instructed by the cashier. Use suggestion/comment section to explain your evaluation as appropriate.

ACCEPTABILITY OF THE MEAL JUST COMPLETED

☐ EXCELLENT ☐ GOOD ☐ AVERAGE ☐ POOR

FOOD PORTIONS SERVED WERE

☐ JUST RIGHT ☐ EXCESSIVE ☐ TOO SMALL

CHOICE OF MENU ITEMS OFFERED

☐ YES ☐ NO

TASTE OF FOOD

☐ EXCELLENT ☐ GOOD ☐ AVERAGE ☐ POOR

SELECTION AND QUALITY OF ITEMS ON SHORT ORDER LINE *(If used)*

☐ EXCELLENT ☐ GOOD ☐ AVERAGE ☐ POOR

QUALITY OF SALADS OFFERED

☐ EXCELLENT ☐ GOOD ☐ AVERAGE ☐ POOR

HOW DO MEALS SERVED ON WEEKEND COMPARE TO MEALS SERVED DURING THE WEEK *(Applies to regular patrons only)*

☐ BETTER ☐ SAME ☐ WORSE

OVERALL QUALITY OF MEALS USUALLY SERVED IN THIS DINING HALL

☐ EXCELLENT ☐ GOOD ☐ AVERAGE ☐ POOR

APPEARANCE OF SERVING LINE, INCLUDING DESSERTS

☐ EXCELLENT ☐ GOOD ☐ AVERAGE ☐ POOR

ATMOSPHERE AND OVERALL APPEARANCE OF DINING HALL

☐ EXCELLENT ☐ GOOD ☐ AVERAGE ☐ POOR

DINING HALL EMPLOYEES COURTEOUS/HELPFUL

☐ YES ☐ NO

MEAL PRICES AND MENUS POSTED IN A VISABLE LOCATION *(A la carte dining hall)*

☐ YES ☐ NO

LIST MENU ITEMS YOU WOULD LIKE TO HAVE SERVED MORE OFTEN OR NEW ITEMS YOU SUGGEST BE ADDED TO THE MENU

SUGGESTIONS/COMMENTS *(Please be specific. Use reverse side if necessary)*

NAME *(Last, First, Middle Initial) (Optional)*	GRADE	ORGANIZATION	TELEPHONE NUMBER

Figure 4–3. Customer opinion form.

2. What are your two goals concerning customer acceptability?

3. Why are customer opinion forms important?

4. What are the seven steps of courtesy?

5. How does publicity enhance customer service and relations?

4-4. Recognition and Incentive Programs

To maintain productive employees, management must create an "environment for success." In any operation, people need to feel good about themselves and their jobs. People who are secure and satisfied in their jobs usually have excellent recognition and incentive programs. This type of environment most always produces highly productive employees.

047. Cite components of a good food service recognition and incentive program.

Approaches of Recognition. One of the main areas of concerned observed by the Food Management Assistance Teams (FMAT) has been the lack of recognition of our people by management. We must not forget who makes management look good or bad. Performance will not improve unless we recognize the needs of all employees, including civilians. Some typical forms of recognition might include submission for below-the-zone (BTZ) and Stripes for Exceptional Performers (STEP) promotions, base airman, NCO, or civilian of the quarter or year awards. three-day passes, plaques for commendable performance, additional indorsements on APRs, and posting award winners pictures in the dining facility for all to see. Not only will these measures recognize deserving employees, but they will serve to validate your pride and confidence in your workers.

Incentives. Incentives are similar and frequently interrelated with recognition, but they can help you create a successful atmosphere by establishing both informal and formal incentives to succeed on the job. *Informal incentives* basically deal with the work environment and atmosphere. On the most basic level they include such things as keeping work area clean, well lighted, and ventilated and having the best equipment available for the job. Other informal incentives might include field trips to commercial facilities to observe others at work and pick up new techniques and procedures in Food Service. As a supervisor, you must distribute the work load evenly. Don't ride one good worker into the ground. Listen to your workers' suggestions and encourage more of them. Encourage your personnel not to come to you only with problems that need to be solved, but also with solutions that need to be approved. Furnish your workers food industry magazines, articles, and training aids to help them cross-feed ideas.

There are numerous *formal incentives* you could pursue in your efforts to instill individual and organizational pride. There are numerous awards (military and civilian food service specialists of the quarter and year) at various levels of command but they are of no use if you don't put your people in for them. Reward your professional performers with deserved recognition and incentives. Commercial Food Service training programs are another excellent incentive for your personnel. The base can sponsor various programs using local food establishments to enhance personnel skills and knowledge. The Air Force and leading restaurant associations sponsor the John L. Hennessy Trophy Awards, which offer outstanding personnel numerous commercial scholarships for courses, seminars, and training at the best establishments in commercial industry. The Air Force engineering and services center publishes "Food News," a periodical about what's happening in Food Service Air Force wide. Here is another opportunity to publicize your personnel for their accomplishments. The service is available. Use it. Also stress the Community College of the Air Force. This program gives food service workers a chance to earn a degree in food service management. Remember, recognize your people. They are your most important product.

Exercises (047):

1. Name the two main components of a good personnel program.

2. What was the main problem area noted by Food Management Assistance Teams (FMAT)?

3. What's the difference between informal and formal incentives?

4-5. Energy Conservation

As we all know, the energy problem is real. The cost and availability of fuel grow more critical with each passing day. Improving energy efficiency is everyone's job and basically involves nothing more than good management and maintenance. It is important that all equipment be

maintained in first class operating condition. Equipment that is inefficient due to poor maintenance can easily offset our efforts to conserve energy. In the future, there will be new energy controls such as monitoring devices and energy saving food service equipment, but we must take steps now to conserve energy in our dining facilities. The United States, with one-sixteenth of the world's population, consumes one-third of the world's energy supply. Largely because we have enjoyed an abundant supply of low-cost energy, our standard of living has been unequaled, our level of productivity unparalleled. If we are to continue to improve our way of life, we must conserve and use our energy more efficiently. We must reduce energy waste and close the gap between our energy needs and our domestic supplies.

The energy we use for our dining facilities, homes, and automobiles draws on all our energy resources. Cutting back on our use is the simplest, most effective way to make our resources last longer. Your individual conservation efforts, multiplied by millions, will help to balance our energy accounts. Make energy conservation a part of our way of life.

(48). Cite ways to develop an energy management program.

Simply turning off a light or piece of cooking equipment that is not required is conserving energy, but before we can start an aggressive energy conservation program we must understand something about the utility rate structure. Most utility companies charge for kilowatt peak demand. You may only go into your walk-in freezer once a day, but when you turn on the light switch you want light. Utility companies must have the generating capacity to meet all our energy demands. Although peak demands occur infrequently, the generating capacity must always be available. Even when the equipment is not in use, the distribution capability must be maintained, repaired, and ready for immediate use. This calls for an expensive investment by the utility company. The Air Force, as their customer, must share this expense based on our maximum energy use at any time during the year as well as on our actual day-to-day consumption. Unlike other commodities, where the more you use the less expensive they get, electricity rates climb along with consumption.

Identifying the energy-intensive equipment in our facilities, adhering to proper preheating times, turning off equipment that is not required, and scheduling use of equipment should help you reduce your peak demand requirements. The results of our efforts will be hard to measure, if not impossible, as our dining facilities are not separately metered. That does not detract from our responsibility to minimize energy consumption.

AFP (4-2), *Energy Conservation for Airmen Dining Facilities*, has guidance for energy conservation in existing food service facilities, but before you implement its guidelines, you should review your present patterns of energy usage to find out where your conservation efforts might best be directed. AFP (4-2) has the equipment questionnaire and checklist shown figure 4-4 and energy consumption record sheet shown in figure 4-5. Record on the consumption sheet the number of hours each day you normally use each piece of equipment and the electrical power load or use requirement for each. The information should be on the manufacturer's name plate, along with the model and serial numbers. Note the equipment that requires a lot of power and is used extensively. That equipment should be your top priority for conservation. The suggestions in AFP (4-2) are pointed toward electrically heated equipment, but the same procedures apply to gas operated equipment. Completing the questionnaire and energy consumption sheet and analyzing them are essential steps in setting up your energy conservation program.

Exercises (48):

1. As a supervisor, how can you reduce peak energy demand requirements?

2. What publication governs energy conservation?

3. Before you implement the suggested energy guidelines, what should you do?

4. What two forms help you spot equipment that takes a lot of energy and is used extensively?

OPERATING PROCEDURES

	YES	NO
Is the equipment to be used the only piece preheated?	____	____
REMARKS: _____		
Is the equipment being preheated just before it is to be used?	____	____
REMARKS: _____		
Is equipment turned off during slack periods of the day?	____	____
REMARKS: _____		
Is the full production capacity of equipment used?	____	____
When practicable, are ovens fully loaded for each baking cycle?	____	____
Is another load put in immediately after one has been removed?	____	____
REMARKS: _____		
Is the correct size of equipment used for cooking operation?	____	____
REMARKS: _____		
Is the equipment being used properly?	____	____
Are pots and pans with flat bottoms used on range, hot plate, and in deck ovens?	____	____
Do cooks avoid overfilling fryer baskets?	____	____
Are standard size pans used in ovens to prevent waste of space?	____	____
Is care taken to space pans at an equal distance from walls, (sides, front, and back) of convention ovens?	____	____
Is a timer in baking operations to prevent opening of oven doors unnecessarily?	____	____
Is the deck oven damper closed, except when baking very moist products?	____	____
REMARKS: _____		

Figure 4–4. Equipment questionnaire and checklist.

Equipment Item	Electric or gas Requirement	Hours Used Per Day	Total Requirement	Remarks
Revolving Ovens				
Deck Ovens				
Convection Ovens				
Fryers				
Tilt Grills				
Ranges				
Exhaust Hood				
Griddles				
Hot Food Tables				
Warming Cabinets				
Heat Lamps				
Water Heaters				
Kettles				
Dishwasher				
Dishwasher Exhaust				
Steam Cookers				
Coffee Equipment				
Toaster				
Indoor Lighting				
Outdoor Lighting				
Air Conditioning				

Figure 4–5. Energy consumption record.

Glossary

Accounting Period—A period normally based on a calendar month, normally beginning on the first, and always ending on the last, day of the calendar month.

A la Carte System (ALACS)—A system in which the dining facility charges the basic allowance for subsistence (BAS) patron and other cash patrons for each menu item selected. (Subsistence-in-kind (SIK) patrons get their meals without charge as under SCAMS.)

Authorized Inventory Adjustment—A debit or credit adjustment for a difference between the book and physical inventory for the same period.

Basic Allowance for Subsistence (BAS)—A monetary allowance paid to enlisted personnel in place of subsistence.

Basic Daily Food Allowance (BDFA)—A prescribed quantity of food, defined by components and monetary value, required to provide a nutritionally adequate diet for one person for 1 day (see AFR 146-13).

Basic Food Charge—A meal payment rate established to recover approximate food costs.

Book Inventory—The dollar value of opening inventory, plus purchases, plus or minus transfers, minus issues to the kitchen.

Closing Inventory—The dollar value of the physical inventory of the storeroom account after the last meal of the day that ends the accounting period. After this inventory, purchases or issues are chargeable to the next accounting period.

Condemned Items—Subsistence items certified by medical food inspection personnel as unfit for humans to eat or unfit for its intended use. Such condemned items are accounted for as excess costs and chargeable to P562 funds.

Common Service—Service provided to members of another military service that does not require reimbursement from the activity receiving support. The term is used in Food Service for SIK members of the Army, Navy, and Marine Corps.

Cross Service—Service provided to members of reserve components, other agencies, and foreign governments that requires reimbursement from the activity receiving support. In Food Service, the term covers meal charges, identification, and procedures.

Cross-Service Charge—A rate (for billing purposes) for meals furnished to personnel of another service or agency under conditions that require reporting for reimbursement.

Daily Food Allowance—An authorized quantity of nutritional food for the subsistence of one person for 1 day. Each enlisted member of the military services is entitled to a daily food allowance for each day on active duty, except if entitled to a basic allowance for subsistence or to a per diem in place of subsistence.

Earned Income—The monetary credit obtained from the number of weight rations served multiplied by the BDFA. Under ALACS, it is the monetary credit obtained by multiplying the number of weighted rations served SIK personnel by the BDFA, plus cash receipts minus surcharges.

Excess Costs—Feeding costs that exceed the monetary value authorized for individual food components or meals.

Flight Meal Charge—A rate to recover parts of the food cost and subsistence allowances for flight meals.

Food Cost Index—A representative list of specified quantities of food items (Components), prescribed by the Department of Defense (DOD), used to compute the monetary value of the BDFA.

Forced Issue—Subsistence items issued by the support commissary to preclude a loss through spoilage. Generally, this action is restricted to perishable items that cannot be reasonably substituted for other items. Nonperishable items are not normally forced issued.

Food Service Officer (FSO)—An officer, noncommissioned officer, or civilian responsible to the base chief of services (or services squadron commander) for the operation of appropriated fund food service facilities.

Forced Substitution—Subsistence items sold by the support commissary, as replacement for items in the same food group appearing on the approved menu, to make sure that subsistence is used in the best interest of the government.

Gain or Loss—The profit or loss in the Food Service account by individual dining hall, and by base, during specific accounting periods. *Adjusted* gain or loss is the monthly monetary gain or loss after the authorized inventory adjustment for the same period. *Carryover* gain or loss is the dollar value of the cumulative gain or loss for the preceding month. *Cumulative* gain or loss is the dollar value of the adjusted gain or loss for the present period, plus or minus the carryover from the preceding month.

Headcount—The number of people who eat meals in dining halls, according to AF Form 1339, Dining Hall Signature Record, and AF Form 79, Cash Collection Record. Under ALACS, the headcount comes from cash register printouts. For ALACS operational reporting, as well as payments to contractors, a meal served is any total sale of over 10 cents at breakfast, and over 20 cents at all other meals. A sale of 10 cents or less at breakfast, or 20 cents or less at all other meals, to any patron (cash or SIK) does not count as a meal served or headcount. A surcharge is not assessed if the total sale does not qualify as a meal. A patron returning to the service area for seconds does not count as a meal served for headcount.

Holiday Meal Charge—A special meal rate for Thanksgiving and Christmas holiday meals. These are the only holiday meals with a special meal rate.

Indigenous Personnel Charge—A meal rate for local nationals at overseas bases.

Meals:

(1) ***Breakfast.*** The meal served during morning hours and considered the first meal of the day.

(2) ***Lunch.*** The meal served during midday and considered the second meal of the day.

(3) ***Dinner.*** The meal served during evening hours and considered the third meal of the day.

(4) ***Night meal.*** The meal served between the dinner and breakfast meals, whether it's like a breakfast, dinner, or short-order meals. The meal credit and reimbursement rate are based on the menu actually available for service. The night meal is for persons on night duty and shift workers who may be off duty during normal duty hours.

(5) ***Brunch.*** The meal that combines the breakfast and lunch meals, serving both breakfast and lunch items. It may be offered only on weekends and holidays (excluding Christmas and Thanksgiving). Authority to serve brunch meals must be approved in writing by the installation commander.

(6) ***Supper.*** The meal served during the evening hours on days when brunch is served.

Monetary Credit Allowance Management System (MCAMS)—A system used for Food Service facilities at remote or isolated units that cannot economically or effectively get subsistence from a commissary. Like SCAMS, it is based on a headcount and a BDFA. However, under MCAMS, the monetary allowance is received from the supporting base accounting and finance office and deposited in the dining hall bank account. Although local purchase of subsistence is authorized, purchases are made from a commissary if possible.

Opening Inventory—The dollar value of the physical inventory of the storeroom account at the beginning of an accountable period. This figure must be the same as the closing inventory value of the preceding accounting period, or zero if the account is new.

Operational Rations—Specially packaged, precooked, or prepared food for operational or emergency conditions. These items are identified in FSC 8900 SL.

Performance Work Statement (PWS)—A document that accurately describes the essential and technical requirements for services, including the standards used to determine whether the requirements have been met.

Progressive Food Preparation (batch cookery)—The preparation of food items at selective time intervals during the entire meal period as the food is consumed. The objective is to match the flow of patrons through the serving lines so that freshly prepared high quality food is always provided.

Present for Duty (PFD)—The number of enlisted personnel assigned to a unit or installation.

Per Capita Consumption Cost—The average actual cost of food to feed one person for 1 day.

Quality Assurance Evaluator—A government person, military or civilian, responsible for the surveillance of contractor performance.

Ration—The allowance of food for the subsistence of one person for 1 day.

Reduced Charge—A special meal rate for children under 12 years of age.

Satellite—A food service location, operated as an annex of a parent dining hall, that does not maintain a separate account. It provides operating data for the parent facility's AF Form 1119.

Special Food Allowance—A prescribed amount of food, defined by components, quantity, or monetary value, required if BDFA is not practical. A special food allowance is prescribed to support operational missions or other special feeding, such as flight, missile site, space, and field (combat, exercises, and maneuvers) feeding. The request for such authority must be fully justified and is submitted the same as the supplemental food allowance.

Subsistence Credit Allowance Management System (SCAMS)—The traditional system used for determining and managing the cost of subsistence and the earned income for Food Service facilities. It is based on a headcount and a basic daily food allowance (BDFA) that determine an authorized monetary allowance.

Supplemental Food Allowance—A prescribed amount of food (defined by quantity, monetary value, or percentage of the BDFA) required in addition to the BDFA, in unusual feeding circumstances. Except for conditions in AFR 146-13, this allowance must be fully justified. The request for such authority is submitted through command channels to HQ AFESC/DEHF for approval.

Supplemental Charge—A monetary charge established to provide nonappropriated funds to enhance the dining facility and menus.

Surcharge—A charge established to comply with congressional requirements to recover a part of personnel and operation and maintenance costs from officers and civilians who eat in appropriated fund facilities. Enlisted personnel who're in travel status and receiving the subsistence part of per diem also pay the surcharge. Under ALACS, the surcharge is collected when a patron purchases a meal, but no additional surcharge is collected if this patron returns to the serving line during the same meal period.

Subsistence-in-Kind (SIK)—Food furnished to enlisted personnel at government expense. SIK is also termed "rations-in-kind (RIK)."

Transient Diners—Enlisted personnel who are authorized to eat at government expense, and eating in an Air Force dining hall located at other than their assigned base.

Transfers—Subsistence transferred from one Food Service facility to another activity as shown on supporting documents.

Weighted Ration (W/R)—A ration value in which the number of meals served is weighted by percentage factors for each type meal to balance the cost and attendance variances between the meals. The current ration factors are: breakfast, 20 percent; lunch, 40 percent; dinner, 40 percent; brunch, 45 percent; supper, 55 percent. The night meal is 20 percent or 40 percent, depending on the menu available to patrons.

Answers for Exercises

CHAPTER 1

Reference:

001 – 1. To manage personnel and other resources needed to prepare and serve meals to authorized patrons of appropriated fund food service facilities.

2. To provide a trained force of food service people capable of responding to wartime taskings and contingency operations worldwide.

3. a. The highest possible standards of food preparation and service with prescribed resources.
   b. An effective and efficient food service operation using authorized personnel and equipment.
   c. An organizational structure for operating food service activities.
   d. Standard methods, techniques, and procedures in food service operations.
   e. Training programs for service personnel in all phases of food service operations.
   f. Adequate and efficient food service equipment and facilities.
   g. Guides for preparing and using annual food plans, ration factors, menus, and recipes.
   h. An effective subsistence program.
   i. Standards for contract operations.

4. HQ USAF (DCS/Logistics and Engineering, Directorate of Engineering and Services)

5. Commander, Air Force Engineering and Services Center.

002 – 1. Shows a feasible chain of command process.

2. To make sure it is compatible with the base mission and food service.

3. Individual authority and personal responsibility.

4. Food service superintendent.

003 – 1. Departmental and field publications.

2. Departmental publications.

3. (1) Field.
   (2) Field.
   (3) Departmental.
   (4) Departmental.

004 – 1. Regulations and operating instructions.

2. Staff digests.

3. Establish a single language of item identification, provide accurate information on product identity, record the source of supply, record the governmental activities that manage each other, and provide other management data as required.

4. C8900-SL.

5. Maximum equipment authorizations as approved by the base ERAA.

6. Recurring publications.

005 – 1.

(PRESS HARD WHEN USING BALL POINT PEN)

SHORT TITLE AND DATE	UNIT OF RON	CLASS	SYMBOL	REQUISITION	REQUIREMENT
AFR 146-7			F		5

TO:	FROM:	FOR FORMS USE ONLY	
DAPDO # 5640	TJMXF CUSTOMER ACCT NO. 32	MONTHLY USAGE	ON HAND

REMARKS

EMERGENCY	ONE TIME
FB RESPONSE	
FOLLOW UP/TRACER	
MISSED SHORT ID	
REQUIREMENT:	
OTHER (Specify)	
DATE PREPARED	TODAY
SIGNATURE AND TITLE	J. Bunn CUST. ACCT REPR

AF FORM 784a DEC 83 PREVIOUS EDITION WILL BE USED. RON AND ROMT REQUEST

Figure A-1. Objective 005, exercise 1.

(PRESS HARD WHEN USING BALL POINT PEN)

SHORT TITLE AND DATE	UNIT OF RQN	CLASS	SYMBOL	REQUISITION	REQUIREMENT
AFR 146-7			F	6	

TO:	FROM:	FOR FORMS USE ONLY	
DAPDO #5640	TTMXF CUSTOMER ACCT. NO. 32	MONTHLY USAGE	ON HAND

REMARKS

EMERGENCY	ONE TIME
PB RESPONSE	
FOLLOW UP/TRACER	
MISSED SHORT ID	
REQUIREMENT	
OTHER (Specify)	
DATE PREPARED	CURRENT
SIGNATURE AND TITLE	J. Ervin CUST. ACCT REPR

AF FORM 764a DEC 83 PREVIOUS EDITION WILL BE USED

RQN AND RQMT REQUEST

Figure A-2. Objective 005, exercise 1.

2. AF Form 1846, Request for and Record of Customer Account Representative Designation.
3. A requirement is the actual number of publications you need for the mission, and it becomes a permanent record for future automatic distributions . A requisition is a one-time request for a specific number of copies of a single publication or form.

006 - 1. Check AFR 0-2 for publication currency and completeness, file the publications in numerical sequence (there aren't enough to file by type, and all are from the same issuing HQs):
AFR 0-2.
AFR 0-9.
AFM 146-12.
AFR 146-15.
AFR 146-16.
AFR 163-5.
2. They do, because the food service staff office library contains only publications that specifically apply to food service technical and administrative requirements.
3. By type and by number.
4. Whether to insert new pages, make write-in minor changes, or do both.
5. AFR 7-2.
6. When less than 40 percent of the text is involved.
7. In back of the original publication.

007 - 1. AFR 0-10, *Management Control and Authorization Program for Tables of Allowance and Allowance Source Codes for USAF Activities*.
2. AFR 146-15, *Flight Feeding*.
3. AFR 140-3 and AFP 140-4.
4. AFR 0-9 and AFR 146-7.
5. AFP 146-16, AFP 146-17.
6. AFR 163-8.

CHAPTER 2

008 - 1. AF Form 287, Subsistence Request, at least 48 hours before the issue date.
2. Base chief of services.
3. We may use their requisition forms, but we must follow Air Force accounting periods, stock control forms, and procedures.
4. Dining hall supervisor.
5. AFCOMS Regulation 145-3, *Appropriated Funds Subsistence*.
6. The food service officer sends a separate AF Form 287, after close coordination with the commissary officer.

009 - 1. AF Form 147, Dining Hall Stock Record.
2. If an identical item is on hand, but received at a different price, make a separate AF Form 147.
3. FSC 8900-SL.
4. When an item is returned by the senior cook.

010 - 1. It is the main record of food cost.
2. The senior cook on duty prepares AF Form 148 using information from AF Form 662, and the appropriate recipes. Before each meal, the senior cook lists in column A the specific items required and enters in column B the amount requested and the size, weight, or unit of issues. The storeroom clerk completes columns C through G. After the meal, the senior cook cancels out unused lines and signs the form after verifying the accuracy of all column entries.

011 - 1. A daily worksheet for preparing, producing, and serving meals.
2. Dining hall supervisor.
3. Section I covers meal production, section II covers unserved portions from previous meals, section III is daily consumables, section IV is serving line set-up, and section V is special instructions.
4. AF Form 3002, Subsistence Strength Report, and previous production logs.
5. By dividing actual past headcount by total feeding strength.
6. By dividing servings used by total number served.
7. A highly acceptable item.

012 - 1. For subsistence turn-in to the commissary, for transfer between dining halls, for medically condemned subsistence, and for issues to dining halls from central preparation facilities.
2. Original and one copy.
3. By checking the heading of the tally "in" or "out" as applies.

013 - 1. To check the actual value of food on hand, the accuracy of records, and the effectiveness of internal controls.
2. Food service officer.
3. 25 percent of the total earned income for the period.
4. At the end of each fiscal year and the chief of services.

014 - 1. when adjustments to the inventory exceed 1 percent.
2. Food service officer.
3. Anytime the FSO requires one.

015 – 1. A processed copy of SF 1080 and a copy of supporting AF Form 3635.
2. With AF Form 363 and the cost of subsistence items purchased from the commissary (AF Form 287 and direct vendor delivery slips).
3. As a source document to support billing to charge sales activities such as food service.
4. To control charge sale issues by subvoucher numbers and to record and accumulate the value of issues by subvoucher numbers and to record and accumulate the value of issues by each department.

016 – 1. Quantity and quality.
2. Spoilage, contamination, damaged containers, dust, vermin infestation, leakage, thawing, etc.
3. The commissary officer.
4. The vendor delivery slip.
5. Any errors are reconciled with the commissary representative before the food service representative signs for the subsistence.

017 – 1. 32°F to 45°F.
2. 35°F to 55°F.
3. To avoid viral or bacterial contamination.
4. To protect them from splashing and other contamination and to allow for cleaning and air circulation.
5. The acid from the food removes the zinc from galvanized surfaces and causes zinc poisoning.
6. With safety chains or cages to prevent falling.

018 – 1. Issuing or returning food without signing for it on AF Form 148 or AF Form 129.
2. Failure to check food received from vendors or commissary for quantity.
3. Yes, with written MAJCOM approval.

019 – 1. Label them with their delivery dates.
2. Dated or color-coded to indicate either the date of pack or the last date the item should be used.

020 – 1. The accounting classification and that enough money is available to pay for the meals.
2. The rations or prepackaged meals you need, expected date of consumption, and the justification for the items.

021 – 1. AFR 161–26.
2. 45°F (7°C).
3. As part of an uninterrupted cooking process or when the food will be transferred immediately to conventional cooking units.
4. Storeroom personnel.
5. Thaw it under potable running water at a temperature of 70°F (21.1°C) or below, with sufficient water velocity to agitate and float off loose food particles into the overflow.
6. Excessive loss of liquids, loss of flavor, and contributes to a tough cooked product.
7. 72 hours.

022 – 1. Costs that exceed the unit price reflected in the C8900–PL Federal Supply Catalog Price list (FSC Group 89 subsistence) for individual food components.
2. No, you can only claim excess cost of the replacement item you are claiming.
3. Items the base medical food inspector identifies as highly perishable and must be used within 96 hours to prevent spoilage. Excess cost is authorized only when a force-issue item is substituted for an item that costs less than the forced issue.
4. When a replacement food item of equal or less value is not available to replace the N/S item and a menu change is not feasible.
5. No, only Security Police working in an outdoor environment are authorized beverages free of charge.
6. No. The replaced meal cannot exceed the cost of the meal the consumer lost because of the exercises.
7. Yes. Alert facilities must serve 100-percent ground beef, because the soybean causes gas in the crews and excess cost is authorized.
8. Yes. You may claim excess cost for the 25 lost portions.
9. When the test item costs more than the item it is replacing.
10. When it's impractical to serve the food they cook in a dining facility.
11. When you use food items for testing, exercises, training, research, or education.
12. AF Forms 148 and 129.
13. Subtract the cost of the perch for 100 people ($90) from the cost of the forced issue haddock for 100 people ($100). The difference ($10) is your excess cost.

023 – 1. DD Form 714, Meal Card.
2. AF Form 1339, Dining Hall Signature Record.
3. Competent orders that state "BAS–O and DD Form 2AF."
4. A meal card stamped with the word *Common Service* in bold letters across the front.
5. By a meal card stamped ROTC, an official training roster, or by competent special orders.
6. DD Form 714 and a valid military ID card.

024 – 1. Personnel served and the headcount.
2. If the total number of SIK personnel fed averages less than 100 meals per day.
3. A legible signature, grade, and a short abbreviation of the parent organization.
4. Aa report of survey action is required according to AFR 177–111.

025 – 1. A record of accountability.
2. PDO.
3. AFR 146–18.
4. Each dining hall supervisor returns AF Forms 79 and total cash collected for the previous day to the proper control office with DD Form 1131, cash collection voucher.
5. For group feeding within a specified time, for meals required for consumption away from the dining hall if it's not practical to get individual signatures and cash, under combat or emergency conditions, and when it's authorized by HQ AFESC/DEHF on an individually justified basis.
6. AF Form 1254 controls the receipt and issue of AF Form 1339 and 79 from the food service officer to all using levels.
7. Base commander.

026 – 1. Food service officer.
2. Accounting and finance officer.
3. Subsistence.
4. All of the surcharge is deposited to 57* 3400, O&M.
5. As cover sheet for AF Form 79.
6. A receipt for cash, cash collection sheets, and money turned into the food service office.
7. Before 1300 each workday.
8. In duplicate.
9. AFR 146–18.

027 – 1. By multiplying column E, quantity per 100, by column F, Price per Lb, Doz, Gal.
2. When you will be issuing an item in a container size other than normal issue size for 50 percent or more of that month.
3. Add all the prices in column G and annotate in line 1.
4. Divide line 3 values by 100 and the answer will be line 4, Value of BDFA for one person.
5. Before the first day of each month to reflect changes in FSC C8900 PL and local purchase prices.
6. To compute the basic daily food allowance for each month.
7. To compute weighted rations and daily gain or loss.

028 – 1. Line 1 is the number of cash meals, line 2 number of contract meals, line 3 is the number of crash meals, line 4 and 5 other cash meals, and line 6 total cash meals.
2. Get it from AF Forms 79 for that day, then add lines 1 through 5 to get line 6.
3. Multiply the headcount from the dinner meal by the dinner percentage of the BDFA.
4. The information for lines 7 through 10 must come from the applicable AF Form 1339. Line 11 is the totals of lines 7 through 10.

5. Multiply weighted rations by the BDFA.
6. AF Form 1119 and 249.
7. Each dining facility (including contracted) must keep one AF Form 1650 for each day.
8. To summarize the total meals served, compute weighted rations and daily earned income and to record data needed to fill out AF Forms 1119 and 249. It gives you an accurate way to compute the daily earned income, ensuring proper credit for meals served.

029 – 1. Enter totals of lines 1 through 5. In column G, compute and enter weighted rations for cash. Multiply the number of meals served by the proper ration factor.
2. AF Form 200 or RAMPS.
3. Multiply line 13 (number of SIK weighted ration times BDFA (Basic Daily Food Allowance).
4. Can be used to record ground support meals, carryout meals.
5. Add lines 15 through 17 and subtract line 18.
6. Recap of the number of meals served to each category of personnel authorized to subsist. Compute the daily earned income. Record miscellaneous data needed to complete other accounting records (AF Forms 1119 and 249). Record (optional) any cumulative summaries of the daily data.

030 – 1. Exactly how much the dining hall is either making or losing in relation to expenses, this means the monetary credit taken in.
2. A dining facility can either make or lose 2 percent of the total monthly earned income found in column H of AF Form 1119.
3. Daily from line 1 of AF Form 1650.
4. Multiply the SIK weighted rations in Column A by the BDFA in block 4 of the AF Form 1119.
5. Line 6, Column G of AF Form 1650.
6. By adding SIK earned income, column B; BAS cash earned income, column D; and total crash kitchen earned income column F or by referring to line 17, column G of AF Form 1650.
7. By placing the figures in parentheses ( ).
8. By subtracting column N from the total earned income (column H).
9. The gain or loss (at that time) for the whole month.
10. It is the inventory you had on hand at the end of the previous month (item 7 of the previous month's AF Form 1119).
11. Daily gain or loss which, in-turn, lets you adjust the menus to control it.

031 – 1. To evaluate the effectiveness of a base's food service operation.
2. To evaluate the effectiveness of a base's and a MAJCOM's food service operations, identify weak areas, and advise the MAJCOMs on how to correct problems.
3. To evaluate food service Air Force wide and to prepare Air Force allowance and cost reports.
4. To summarize all the facility summaries of each base facility into one report showing the whole base operation standings for that month.
5. AFR 146–7.
6. In accordance with AFR 146–7, depending on the type of facilities involved.
7. AF Forms 3002, 200, and 1119.
8. It shows a breakdown of weighted rations of all A-ration facilities.
9. The information in column A, C, and D of AF Form 1119 for each facility listed in the first column of this form's section II.
10. It consolidates all the base's facility summaries from each facility's AF Forms 119, 467, 1648, or SAC Form 406 or ATC Form 702 if applicable.
11. AF Form 1648.
12. Just as AF Form 1119 shows the overall financial and management standing for the facility, Section III of AF Form 249 shows the base's standings.
13. It summarizes the base's flight kitchen operation from AF Form 467, Monthly Summary of Flight Specialist Feeding.
14. It summarizes feeding statistics on cross or common service. from AF Form 1650, 1650s, 463, and 2039, the daily summaries of all feeding facilities.
15. It has four sections. Excess cost has explanations and amounts of excess cost. Contract data summarizes the base contract. Operational rations tracks the number of operational rations stored bought and sold. Personnel data summarizes manning.

032 – 1. By being courteous and proficient.
2. Identifying and counting authorized patrons, getting signatures on AF Form 1339 from SIK customers under (SCAMS) or recording their identification numbers into the ECR under ALACS, and collecting payment (basic food charge and surcharge if applicable).
3. You, the dining facility supervisor.

CHAPTER 3

033 – 1. To add, delete, and change items already in the system and to add local prices and new recipes into the system.
2. To keypunch the information onto AF Form 1500.
3. AFR 171–216.
4. Request an updated printout of the master recipe file.
5. Write the product control number (from AFM 171–216) in columns 1 through 8. Place the requesting base in columns 20 through 39 and the date requested in columns 43 through 51.
6. They are the same entries as in the transactional format. The PCN number will be different to identify the requested reports.
7. "0" identifies no request; "1" means the product is requested.
8. 53 is the recipe list and portion price index, 54 is the BDFA component list, 55 is the item inventory listings, and 56 is the BDFA computation.
9. To request all output management products other than the error audit listing.
10. To change an ingredient or national stock number in all recipes.
11. The old stock number of the ingredients.
12. The nomenclature (name) of the ingredient as listed in C8900 PL.
13. The new stock number.
14. All recipes with this ingredient are affected by change.
15. "M" stands for "Multiple"; "C" stands for "Change."
16. By cross checking the source documents to be sure you transferred the correct information.
17. To supply the information the computer needs in order to compute and print out all transactions.
18. By cross checking it with the information on AF Form 1530.
19. The food service accountant.

034 – 1. The card hopper.
2. The printed side towards you.
3. The print lever.
4. First press the Feed key and then press the Register key.
5. The card column indicator.
6. To punch needed information onto AF Forms for the proper inputs and outputs from the computer.

035 – 1. The error/audit listing identifies all errors in RAMPS; the master recipe file identifies the selling price of menu items and the proper BDFA reimbursed rate for SIK customers; and the item inventory listing takes the end-of-the-month physical inventory and changes prices.
2. The DPI person responsible for the RAMPS and the FSO.
3. They're underscored with asterisks.
4. Portion price index (the recipe list and the BDFA computation.
5. To identify the proper selling price for each menu item served in an ALACS facility.
6. It is used to ensure facilities get properly reimbursed for their SIK patrons.
7. AF Form 200.
8. The food service officer.

036 – 1. To calculate the cost of a recipe manually.
2. New or changed recipes, special recipes not in master recipe file, and recipes using forced issues of a reduced price.
3. 1 year.

4. Column 1 is recipe ingredients and NSN, column 2 is quantity of each ingredient used for 100 portions, and column 3 is the unit or pound price of each ingredient.
5. Column 4 is column 2 multiplied by column 3 to get the actual cost per 100 portions each ingredient.
6. By adding all figures in column 4.
7. Calculate it by dividing the total cost/Hd portions by 100 to identify the cost per individual serving for the recipe.
8. Added food costs that don't appear in the recipe calculation.
9. To the nearest $.05.
10. Monthly, to reflect price changes in C8900 PL and the local purchase list.

037 – 1. To record any selling price used below the normal RAMPS selling price.
2. The percentage that the reduced price represents of the RAMPS price.
3. Food service officer.

038 – 1. One that is not affected by power surges and power outages.
2. To be adaptable to future charges in the ALACS.
3. Customer receipts and audit reports.
4. The line moves faster, because the cashier doesn't have to wait for the printer to stop before ringing up the next item.
5. At least 70.
6. To program prices, to enter codes and ID numbers, and to multiply an item when more than one of the same item has been selected.
7. Keys used for monetary transactions.
8. At least 10.
9. Keys used for mathematical functions.
10. To lock and unlock certain functions of the cash register.

039 – 1. Time, date, prices, and item descriptions.
2. In case of power failure, when you first set up the register, when the number of days in a month fluctuates, or when you switch to or from daylight savings time.
3. Before the start of the meal.
4. AF Form 662 and cash register operating instructions.
5. Main entrees.
6. The dining hall supervisor.
7. The shift leader or senior cook.
8. The management functions keylock control.
9. Because it can be used to delete and change readings in the register.

CHAPTER 4

040 – 1. AF Form 2062 is filled in by the cook. The questionnaire should have been completed at the dining hall on the day the item was served to the consumer and by the cook who prepared the item for serving.
2. Complete AF Form 2062, contact the base medical food inspector, and complete DD Form 1608.
3. Contact the base medical food inspector and complete DD Form 1608 to indicate that unsatisfactory material was issued and to help justify the excess cost. practices.

041 – 1. Explain to the cook the procedures to use and the preparation method for the food item.
2. The medical food inspectors and AFESC.
3. To give you product information to evaluate issue products.
4. Questions dealing with the color, texture, smell, physical makeup before cooking, the appearance, flavor, yield, and customer acceptability of the product after cooking.
5. See that only one response goes in each question block, all questions are answered and answered honestly and that only the required questions are answered.
6. From the package the item was in.
7. Blocks 1 through 25.
8. So that the last number of the entry is in the last block.
9. Answer only the first question on AF Form 2062.
10. Two.

042 – 1. DD Form 1608.
2. AFR 146-7.
3. Report it to the installation medical food inspection activity for inspection, evaluation, and recommendation.
4. The food service officer and the medical food inspector. An original and 7 copies.
5. When all the information is included in the report.

043 – 1. HQ AFESC/DEHF.
2. Chief of services.
3. Base commander.
4. 30 days.
5. Within 5 workdays.
6. They review the minutes for input to long-range planning and management of menu development for Air Force troop food service worldwide and to policy development on operational matters related to dining facility management.
7. 6 months.

044 – 1. Nutritional adequacy, acceptance, and practicability.
2. 17.
3. To the senses of taste, smell, and sight.
4. The cost of the complete menu must be within the established daily food allowance.
5. No. A personnel shortage is not one of the eight authorized reasons for revising a menu.
6. The consumer.
7. Sensible limited intake menu.
8. Expand the menu to satisfy personnel preference, substitute for items that aren't available, use excesses, change methods of preparation, provide authorized choices on days of strict religious abstinence, incorporate ethnic and specialty meals, incorporate new test food items as directed by AFESC/DEHF, and increase variety if menu cost stays within the BDFA.

045 – 1. The summary of your food requirements for the menus you plan to serve.
2. For proper communication between your food service operation and the supporting commissary requisition clerk.
3. On your feeding strengths and your local history of menu acceptability.
4. AFP 146-17, *USAF Worldwide Menu* and AF Form 662, Food Production Log.
5. On supply additions and deletions, impacts of local events, and any projected changes.

046 – 1. Customer acceptability, courtesy, and publicity.
2. To satisfy your customers and ultimately to win acceptance of the food service staff as important.
3. Customer feedback will help your facility achieve top quality service.
4. Be alert, cheerful and friendly; acknowledge the customer's presence; show interest in the customer; understand the order; handle complaints patiently and quickly; don't make the customer wait unnecessarily; and make friends for food service.
5. Publicity is the best way of letting the customer know the services available. It lets you develop customers' awareness of plans, programs, and the mechanics of the food service operation. The success of Food Service depends on how the customer perceives the services.

047 – 1. Recognition and incentives.
2. Lack of recognition of our people by management.
3. Informal incentives basically deal with the work environment. Formal incentives include personal and organizational awards, commercial food service training courses, reading materials, etc.

048 – 1. Identify the energy-intensive equipment in your facility, adhere to proper preheating times, turn off equipment that's not required, and schedule use of equipment.
2. AFP 146-21.
3. Review your present patterns of energy usage to find out where to direct your conservation efforts.
4. The equipment questionnaire and checklist and the energy consumption record sheet.

1986-631-028/40503 AUGAFS,AL(863943)1600